FOREWORD

The U.S. Army Medical Research and Materiel Command (USAMRMC) has been directed by the Secretary of the Army to continue the Department of Defense (DOD) Breast Cancer Research Program (BCRP). The deadlines, format, and other criteria specified for proposals in this Broad Agency Announcement (BAA) are based on program objectives, public needs, and acquisition regulations.

Section I of this announcement summarizes the program focus, award categories, funding mechanisms, and funding levels. This information is based, in part, on the recommendations of the National Academy of Sciences' Institute of Medicine made originally in 1993 and the January 1997 recommendations of the DOD BCRP Integration Panel.

Section II describes the USAMRMC process for scientific and programmatic evaluation and lists evaluation criteria for each award category solicited by this BAA.

Section III provides directions for proposal preparation.

Section IV of this announcement includes instructions for proposal submission (i.e., date, number of copies, where submitted) general information on the USAMRMC's extramural research program and award administration.

Section V, the Appendices, is a summary of information, some of which must be included with the submitted proposal. All of the issues discussed in the Appendices 1-9 must be addressed before an award can be made.

The DOD BCRP endeavors to ensure that all applicants' ideas are given fair consideration, and that the research that is ultimately funded best meets programmatic goals and is the finest of all proposals reviewed. Applicants should submit questions regarding this program in writing as early as possible. However, one should carefully review this announcement before submitting a question. The resources cited in this announcement as well as those available within local institutions (e.g., the Business or Contracts Office) should be fully utilized.

No extensions can be granted to the proposal submission deadlines. Every effort will be made to answer questions within ten working days of receipt. Inquiries must be restricted to format issues only; no questions relating to technical proposal content or reasonableness/ allowability of costs will be answered.

General information on the USAMRMC can be obtained on the World Wide Web at *http://mrmc-www.army.mil*. Specific information on the DOD BCRP can be obtained at *http://mrmc-rad6.army.mil/documents.html.* A copy of this BAA and associated forms (not including the proposal cover booklet) can be downloaded at the BCRP website *http://mrmc-rad6.army.mil/documents.html.*

Questions concerning the preparation of proposals, formats, or required documentation can be addressed to the USAMRMC at:

U.S. Army Medical Research and Materiel Command
ATTN: MCMR-PLF (BCRP-BAA-97)
524 Palacky Street
Fort Detrick, MD 21702-5024
Phone: (301)619-7079
Fax: (301)619-7792
E-mail: radvi_baa@ftdetrck-ccmail.army.mil

<u>Proposal Submission Address</u>:

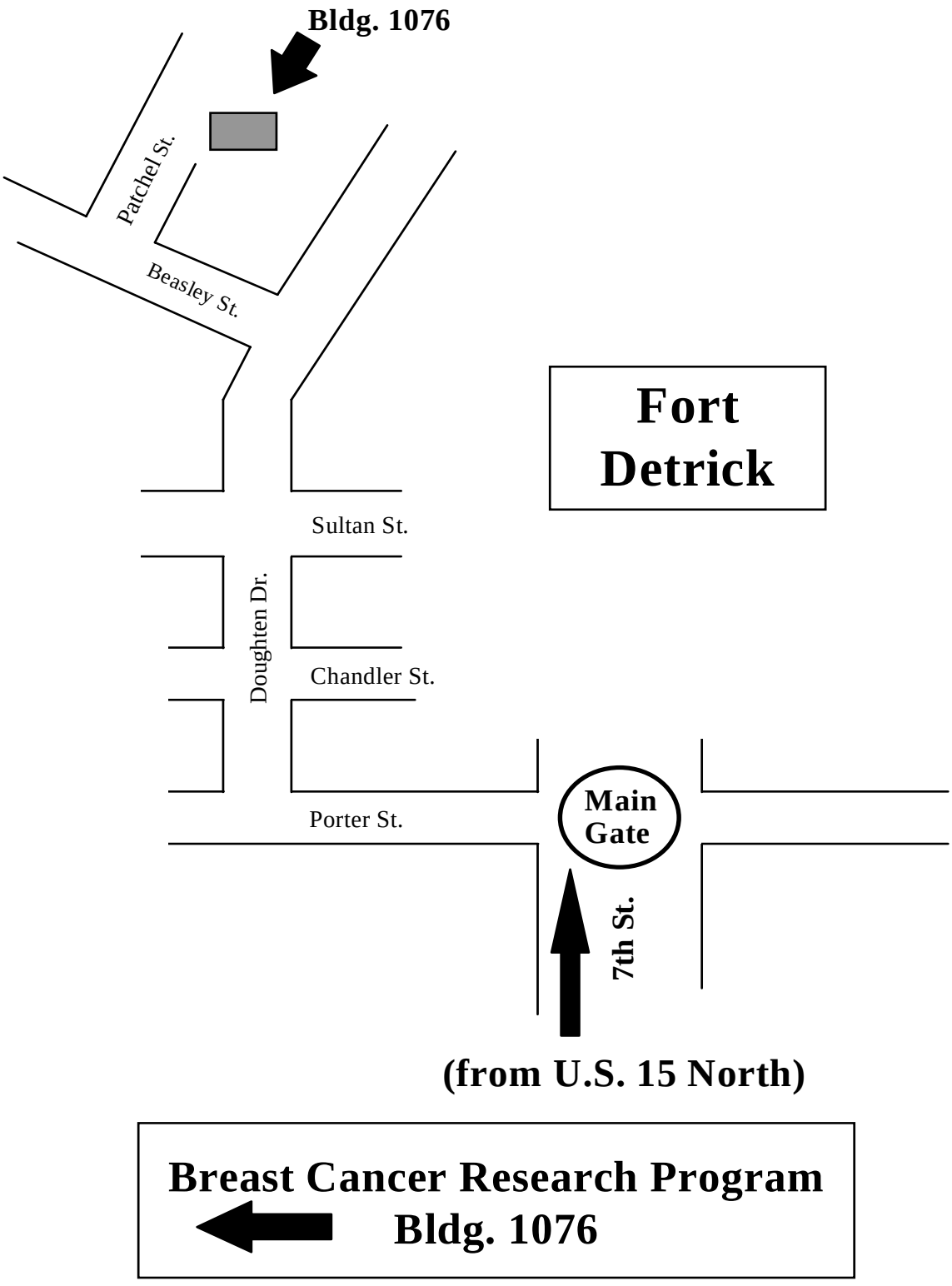
Proposal: one original and thirty copies.
Proposal Cover Booklet: one original and two copies.
Abstract Page: additional thirty copies in a manila envelope.

Commander
U.S. Army Medical Research and Materiel Command
ATTN: MCMR-PLF (BCRP-BAA-97)
1076 Patchel Street (Building #1076)
Fort Detrick, MD 21702-5024

<u>Proposal Deadline</u>:

For all categories other than the CTR category:	**25 June 1997, 4:00 p.m. EDT**
For CTR pre-proposals only:	**11 June 1997, 4:00 p.m. EDT**
For invited CTR full proposals only:	**19 November 1997, 4:00 p.m. EST**

Packages to be delivered to the Breast Cancer Reasearch Program should be taken to building 1076 as shown on the map below:



U.S. Army 1997 Breast Cancer Research Program
Proposal Acceptance Checklist for All Categories EXCEPT CTRs

For CTR applicants, please refer to Appendix 11 for the CTR Pre-Proposal Acceptance Checklist.

☐Remember to Fax the Proposal Cover Booklet Order Form (blue in color).

The following criteria MUST be followed. Failure to conform to any of these criteria may lead to rejection of the proposal.

- ☐ Maximum Page Limits
  - ☐ Proposal Title Page — 1 Page
  - ☐ Table of Contents — 1 Page
  - ☐ Proposal Abstract — 1 Page
  - ☐ Proposal Relevance Statement — 1 Page
  - ☐ Proposal Body
    - ☐ Training/Recruitment Proposals — 5 Pages
    - ☐ Idea Proposals — 5 Pages
    - ☐ CDSS Proposals — 10 Pages
  - ☐ Statement of Work — 2 Pages
  - ☐ Addenda
    - ☐ Addenda A - C — 12 Pages
    - ☐ Addendum D - Personnel Biographical Sketches (3-page limit per investigator)
    - ☐ Addendum E - Existing/Pending Support (no page limit)
    - ☐ Addendum F - Collaboration and Joint Sponsorship (no page limit)
    - ☐ Addendum G - Facilities/Equipment Description (no page limit)
    - ☐ Addendum H - Traineeship Support Documentation
    - ☐ Addendum I - Questionnaires/Clinical Protocols (no page limit)
    - ☐ Addendum J - Publications and Patent Abstracts (no more than 5 documents)
    - ☐ Addendum K - Letter of Institutional Support (CDA - 1 letter)
- ☐ Is every page single-spaced and single-sided? Double-sided pages may not be accepted (with the exception of article reprints).
- ☐ Margins: Minimum of 0.5 inch top, bottom, right, and left
- ☐ Paper Size: 8.5 inch x 11.0 inch
- ☐ Type Font: 12 point, 10 pitch

- ☐ Signatures
  - ☐ Principal Investigator
  - ☐ Institution Contracting Representatives
  - ☐ Official of the Institution (if applicable)
- ☐ Submit the original proposal plus 30 copies.
  The original, including the addenda, must be collated and bound with a binder clip.
  Copies, including the addenda, must be collated and stapled. Do not use binder clips, rubber bands, or spiral or ring binders.
  Do not pack copies of more than one proposal in the same box.
  Submit 30 additional copies of the abstract page in a manila envelope.
- ☐ Completed Proposal Cover Booklet. You must submit an original booklet plus 2 copies. If you are applying for a Training Award, you must identify yourself as the Principal Investigator (see Section III-B.1., item 6).
- ☐ Detailed cost estimate on standard budget form (Appendix 2)
- ☐ For Pre- and Postdoctoral Traineeships, include the name and curriculum vitae of your mentor. (see Section III-B.1., #30)
- ☐ Traineeship Documentation: letters of reference, statement of support from mentor, and official transcripts (see Section III-B.4.h.)
- ☐ Remember: The submission deadline is **25 June 1997 at 4:00 p.m. U.S. Eastern Daylight Time for all categories other than the CTR category.** You must allow time for the proposal to be delivered (see Section IV-B.5. for delivery details). **As in the past, no exceptions will be made for late proposals.**

This checklist is for your use; it does not need to be submitted with the proposal.

Table of Contents

I. CATEGORIES OF AWARDS & FUNDING LEVELS

I. CATEGORIES OF AWARDS & FUNDING LEVELS

I-A. Overview/History of the Program

The United States Army Medical Research and Materiel Command (USAMRMC), through this Broad Agency Announcement (BAA), is soliciting applications on breast cancer research. Proposals are sought across all areas of basic, clinical, behavioral, and epidemiologic research including, for example, all disciplines within the basic sciences, clinical sciences, social and psychosocial sciences, public health, economics, quality of life, alternative therapies, occupational health, public policy, nursing research, and environmental concerns. The overall goal of this funding effort is to promote research directed toward eradicating breast cancer. Within this context, the objectives of the USAMRMC Breast Cancer Research Program are: (1) to prevent/ detect breast cancer, (2) to cure breast cancer, and (3) to improve the quality of life for individuals living with breast cancer.

This year's program features a continuing change in emphasis from past announcements. The USAMRMC is strongly encouraging the scientific community to undertake great strides in innovative research to eradicate breast cancer by calling for proposals that will foster new directions, address neglected issues, and bring new investigators into the field of breast cancer research. The central theme is innovation. Scientific ventures that represent unattempted avenues of investigation or novel applications of existing technologies are highly sought. Proposals addressing the needs of minority, elderly, low-income, rural, and other under-represented populations are encouraged. While the program wishes to encourage risk-taking research, such projects must nonetheless demonstrate solid scientific judgement.

The programmatic strategy is being implemented by this call for proposals in two categories: Research and Training/Recruitment. The Research category contains Idea, Clinical Translational Research (CTR), and Computer-Based Decision Support System (CDSS) awards. The intent of Idea awards is to stimulate and reward speculative but especially promising and creative ideas that may yield a high payoff. In accordance with this challenge to be innovative, the USAMRMC invites the submission of Idea proposals even if they lack pilot data. The CTR awards are intended to support projects that apply highly promising and well-founded laboratory or other preclinical insights or strategies to breast cancer patients or other relevant human populations. The CDSS awards are intended to fund research that explores innovative approaches to the development of computer-based decision support systems designed to allow patients to better understand their diagnosis, treatment options, and risks associated with treatment. The Training/Recruitment category consists of Pre- and Postdoctoral Traineeships, Career Development Awards (CDAs), and Sabbaticals. The USAMRMC is particularly interested in preparing new scientists for careers in the battle against breast cancer and enhancing the expertise of existing breast cancer researchers, as well as presenting an opportunity to move established people into the field.

Congress has appropriated $106 M for the 1997 program, of which up to $75 M is available for research awards and traineeships. The award history of the BCRP is shown in the table entitled "Award History" (page 5). Of the current appropriation, approximately $70 M will be allocated to Research award categories, and approximately $15 M will be allocated to Training/Recruitment award categories. Of the $75 M available for Research and Training/Recruitment awards, $20 M has been directed by the President for research in genetic aspects of breast cancer. However, this investment strategy is subject to modifications based on the quality and distribution of proposal submissions. The research categories and the associated award mechanisms are described in this Sections I-C. and I-D., followed by a description of who may apply.

Prospective responders familiar with the USAMRMC program from previous years are urged to review this BAA carefully, as significant revisions in award category definitions have been made.

Historical Overview of the BCRP

Historically, in 1993, combined Federal budgetary issues, grassroots advocacy movements, and heightened political awareness of breast cancer as a major women's health issue led Congress to appropriate $210 M to the Department of Defense (DOD) budget for a peer-reviewed breast cancer research program.

At the initiation of the BCRP in Fiscal Year (FY) 1993, the Command sought the advice of the National Academy of Sciences in order to develop a sound investment strategy for the funds appropriated by Congress and recommendations on how best to evaluate competitive proposals. A blue ribbon committee of the Institute of Medicine (IOM) thoroughly studied these major considerations and issued a report in 1993: *Strategies for Managing the Breast Cancer Research Program: A Report to the U.S. Army Medical Research and Development Command*. In relation to the review of competitive proposals, the IOM recommended a classic peer review approach:

> To ensure both scientific excellence and program relevance, the committee recommends a two-tiered peer review system; the first tier would be study section review for scientific and technical merit; this would be followed by Advisory Council [Integration Panel] review of all proposals for program relevance in the second tier. Specifically, the council should seek a broad portfolio of grants across all disciplines and give preference to those proposals that involve interdisciplinary or collaborative research.

Six fundamental questions originally identified in the IOM report have undergone two generations of refinements. They are provided as background information for the overall DOD BCRP in Appendix 1. However, this BAA for the 1997 BCRP represents a new effort, and offerors of proposals should pay close attention to the categories of awards as described in this announcement.

All proposals will be evaluated in a two-tiered review process consisting of scientific peer review in the first tier and programmatic relevance review in the second tier. While scientific merit is an important criterion for award, proposals that receive high scientific merit scores in peer review but are judged to have low programmatic relevance are likely to be rejected for funding. Therefore, scientifically excellent studies that directly address the unique focus and goals of this program are most likely to receive funding support.

Award History

	1993-1994	1995	1996
Total Appropriations	$240 M	$150 M	$75 M
Number of Applications Received	2678	2206	2517
Number of Infrastructure Awards	28	n/a	n/a
Number of Training Awards	136	89	~154
Number of Research Awards	280	179	~153

I-B. Set-Aside for Historically Black Colleges and Universities/Minority Institutions

Up to 5% of the total funds allocated for this year's Breast Cancer Research Program shall be for the exclusive participation by Historically Black Colleges and Universities/Minority Institutions (HBCU/MI), as defined by the Department of Education. Submissions are invited in both award categories, Research and Training/Recruitment. Similar to the overall program, the final investment strategy will be determined based on the quality and distribution of proposal submissions. To implement the set-aside program, proposals submitted from HBCU/MI will be reviewed collectively with all others in peer review but will be evaluated separately during programmatic review when award selections are determined. Proposals from HBCU/MI determined to be sufficiently meritorious that fulfill program goals will be funded.

I-C. Research Award Category

Allocation: Approximately $70 M.

I-C.1. Idea Awards

Approximately $50 M will be available for Idea awards. Idea awards will typically be for a maximum of $70,000 for direct costs per year for up to three years and may include up to $1500 annually for travel to scientific meetings. In cases where population studies are involved and

compelling justification is provided, applicants may request up to $100,000 for direct costs per year. Idea awards are specified in terms of a direct cost ceiling because the USAMRMC wants to provide a consistent award level for research expenses that is not adversely impacted by variations in institutional indirect cost rates. Applicants are still required to include indirect costs according to the instructions listed in the Proposal Preparation section (Section III). The total dollar award will include the sum of the requested direct and indirect costs. Budget remains a key consideration in both peer and programmatic review, and applicants are cautioned to use discretion in budget requests.

The intent of this category is to support innovative scientific approaches to breast cancer research that may be untested but that may reveal breakthroughs or new avenues of investigation. For the purpose of the BCRP, innovative is defined as the start of something new; creating or introducing something new or unusual. Additional descriptions that may clarify the meaning of innovative and, hence, the intent of this award category are as follows: novel, representing new paradigms, challenging existing paradigms, or looking at an existing problem from a new perspective. Despite the inherent risk-taking nature of these projects, they must nonetheless demonstrate solid scientific judgement and rationale. Applicants to the Idea award subcategory must describe in the Proposal Relevance Statement how the proposed work is innovative.

The vision of Idea awards is qualitatively different than that of traditional research projects. Two essential award category features are:

- **The proposed funding will give investigators the necessary support and time to determine whether an idea is worth pursuing and to gather the preliminary data needed to successfully compete in the future for a more traditional award.**

- **Fundamentally, this subcategory seeks to reward investigators who undertake studies that represent unattempted avenues of investigation or novel applications of existing technologies.**

Unlike traditional awards, Idea submissions may lack pilot data but should be based on some other scientific rationale, such as literature or sound reasoning. This does not imply that innovative research with supporting pilot data is not welcome.

The USAMRMC peer review process has been designed to address concerns that Idea proposals, especially those lacking pilot data, will not fare well in peer review. Orientations will be conducted for all peer reviewers, chairpersons, and executive secretaries so that they will recognize and reward proposals that meet the unique Idea criteria. In addition, Idea submissions will be evaluated separately from other categories to ensure full consideration of the unique Idea requirements.

Research may be conducted over a three-year period from the date of the award. Award negotiations will be completed and awards finalized by 30 September 1998. The body of the Idea

proposal shall have no more than five pages. **THIS CRITERION MUST BE FOLLOWED, AND FAILURE TO CONFORM MAY LEAD TO REJECTION OF THE PROPOSAL.**

I-C.2. Clinical Translational Research (CTR) Awards

Approximately $15 M is available for this category. No restrictions apply to the size of these awards. Funds will support direct and indirect costs for a maximum of four years and may include up to $1500 annually for travel to scientific meetings.

Recent findings in breast cancer research offer the potential to revolutionize the practice of breast cancer prevention, detection, diagnosis, and treatment. Through the CTR mechanism, the USAMRMC intends to support projects that are likely to begin to make such an impact on breast cancer prevention, detection, diagnosis, and treatment by applying promising and well-founded laboratory or other preclinical insights to breast cancer patients or other relevant human populations. A requirement for consideration will be the clear plan to perform an appropriate clinical trial to investigate the proposed approach during the time course of the award. Applications will only be approved for funding if they can be expected to have a major impact on the prevention, detection, diagnosis, and/or treatment of human breast cancer, with at least initial clinical results obtained during the lifetime of the award.

As described, the goal of the CTR category is to sponsor novel research that will result in substantial improvements over today's approach to the prevention, detection, diagnosis, and/or treatment of breast cancer. Therefore, applications for CTR awards shall describe in the Proposal Relevance Statement how the proposed work is translatable within the lifetime of the grant and how the work will have a major impact on the practice of breast cancer prevention, detection, diagnosis, and/or treatment.

The scope envisioned for CTR awards makes them especially suitable for military/civilian collaborations, and such collaborations are encouraged. Additionally, the use of military populations in clinical studies is encouraged. If the proposed work does represent a military/ civilian collaboration, be sure to provide all required information in item 23 of the Proposal Cover Booklet (see Section III-B.1.).

The CTR program will be implemented using a pre-proposal mechanism and will involve a distinct timeline for proposal submission and evaluation that differs from the other award mechanisms in this BAA. Investigators interested in applying to the CTR category must submit a pre-proposal that:

- outlines the hypothesis, rationale, and specific aims of the project
- delineates the experimental plan; and
- describes the project's translatability to and impact on breast cancer prevention, detection, diagnosis, and/or treatment, as well as the application of the proposed project to relevant human populations, within the lifetime of the grant.

Pre-proposals will be screened, and investigators will be invited to submit a full proposal based on how well the pre-proposal addresses the specific requirements and programmatic goals of the CTR category outlined above. In particular, pre-proposals will be screened for the following:

- well-founded laboratory or other preclinical insights applied to breast cancer patients or other relevant populations as strategies for breast cancer prevention, detection, diagnosis, and/or treatment
- a clear plan to perform an appropriate clinical trial to investigate the proposed approach within the lifetime of the award
- the likelihood of obtaining at least initial clinical results within the lifetime of the award
- the project's potential to have a major impact on breast cancer prevention, detection, diagnosis, and/or treatment

Requirements for the preparation of pre-proposals are detailed in Appendix 11.

Milestones pertaining to the CTR category are as follows:

- Pre-proposal submission deadline: 11 June 1997
- Invitation to submit full proposal: 1 August 1997
- Full proposal submission deadline: 19 November 1997
- Award notification: approximately April 1998

Please note that these milestones apply <u>only</u> to the CTR category and not to the other categories within this BAA.

These awards are intended to fund both new and established scientists across a broad spectrum of disciplines. Applicants must include preliminary data to support the feasibility of their hypotheses and approaches. Research may be conducted over a four-year period from the date of the award. Award negotiations will be completed and awards finalized by 30 September 1998. No more than two pages may be allotted for the body of the CTR pre-proposals, and no more than ten pages may be alloted to the body of invited CTR full proposals. **THIS CRITERION MUST BE FOLLOWED, AND FAILURE TO CONFORM MAY LEAD TO REJECTION OF THE PROPOSAL.**

I-C.3. Computer-Based Decision Support Systems (CDSS) Awards

Approximately $5.6 M will be available for CDSS awards. No restrictions apply to the size of these awards. Funds will support direct and indirect costs for a maximum of four years and may include up to $1500 annually for travel to scientific meetings.

The intent of this category is to fund research that explores innovative approaches to the development of computer-based decision support systems. These systems should be designed to allow patients to better understand their diagnosis, treatment options, and risks associated with treatment.

Applicants must include relevant preliminary data to support the feasiblility of their approaches. Research may be conducted over a four-year period from the date of the award. Award negotiations will be completed and awards finalized by 30 September 1998. The body of CDSS proposals shall have no more than ten pages. **THIS CRITERION MUST BE FOLLOWED, AND FAILURE TO CONFORM MAY LEAD TO REJECTION OF THE PROPOSAL.**

I-D. Training/Recruitment Award Category

Allocation: Approximately $15 M.

I-D.1. Introduction

The Training/Recruitment component of this BAA is designed to attract both new and established investigators from diverse backgrounds and interests to the field of breast cancer research. There are four subcategories in this award category: Predoctoral Traineeships, Postdoctoral Traineeships, Career Development Awards, and Sabbaticals. The intent is to prepare new scientists for a career in the battle against breast cancer and to enhance the expertise of existing breast cancer researchers, as well as to present an opportunity to move established investigators into the field. In order to best fulfill this intent, a critical USAMRMC requirement for award in the Pre- and Postdoctoral Traineeship subcategories is that the submission must be written and signed by the trainee. Failure to comply with this requirement may be cause for rejection of the proposal.

Applicants to the Training/Recruitment category must describe in the Proposal Relevance Statement how this training will impact their careers as breast cancer researchers. Salary support will be based on institutional salary guidelines for individual compensation and benefits at the applicant's career level. The body of the proposal must be no more than five pages. **THIS CRITERION MUST BE FOLLOWED, AND FAILURE TO CONFORM MAY LEAD TO REJECTION OF THE PROPOSAL.**

I-D.2. Predoctoral Traineeships

Funding level: A maximum of $20,000 (inclusive of direct and indirect costs) annually for up to three years, plus up to $1500 annually for travel to scientific meetings.

The goal of this subcategory is to make direct individual traineeship awards to promising graduate students. The intent of these traineeships is to support predoctoral dissertation research rather than rotations or basic course work. Funds will also be used for tuition, expenses, and stipends.

It is the policy of the USAMRMC that all predoctoral submissions **must be written and signed by the trainee, must describe the research program, and must include both the mentor's name and curriculum vitae.** Proposals will not be evaluated, nor will awards be made, for submissions specifying "to be named" trainees.

Research may be conducted over a three-year period from the date of the award. Award negotiations must be completed and awards finalized by 30 September 1998.

I-D.3. Postdoctoral Traineeships

Funding level: A maximum of $40,000 (inclusive of direct and indirect costs) annually for up to three years, and up to $1500 annually for travel to scientific meetings.

The goal of this subcategory is to enable recent doctoral degree graduates with limited postdoctoral experience (less than five years) either to extend ongoing research related to breast cancer or to broaden the scope of their research to include work relevant to breast cancer. A broad spectrum of research interests in breast cancer is intended, including basic, clinical, psychosocial, and public health sciences.

It is the policy of the USAMRMC that all postdoctoral submissions **must be written by the trainee, must describe the research program, and must include both the mentor's name and curriculum vitae.** Proposals will not be evaluated, nor will awards be made, for submissions specifying "to be named" trainees.

Research may be conducted over a three-year period from the date of the award. Award negotiations must be completed and awards finalized by 30 September 1998.

I-D.4. Career Development Awards (CDAs)

Funding level: A maximum of $50,000 (inclusive of direct and indirect costs) annually for up to four years, and up to $1500 annually for travel to scientific meetings.

These awards have a dual intent: to encourage individuals who have postdoctoral training, but are not yet established investigators, to pursue a breast cancer-related research career; and to encourage those established individuals who are currently working in areas other than breast cancer to shift their focus to breast cancer research. **A letter of institutional commitment is required to confirm the institution's support of the research.** These awards will provide salary support and health benefits, freeing recipients from some of their teaching and clinical responsibilities so that they can devote more time to research. Such awards will provide these new breast cancer researchers the opportunity to accumulate the data and the experience to compete for traditional awards later in their careers.

Research may be conducted over a four-year period from the date of the award. Award negotiations must be completed and awards finalized by 30 September 1998.

I-D.5. Sabbaticals

Funding level: A maximum of $100,000 for one year (inclusive of direct and indirect costs), plus up to $1500 annually for travel to scientific meetings.

The goal of this subcategory is to encourage breast cancer researchers to develop new expertise or to receive training that would enable them to broaden the scope of their research in breast cancer. Note that these sabbaticals are also available to investigators who do not qualify under normal institutional rules for sabbatical leave.

These one-year awards may be taken at another institution or within the same institution or department. The applicant is expected to demonstrate clearly and convincingly that the proposed efforts will result in enhancement of pre-sabbatical work. Award negotiations will be completed and awards finalized by 30 September 1998. All sabbaticals must commence prior to 1 January 1999.

I-E. Who May Apply

Eligible institutions include for-profit and nonprofit organizations, public and private, such as universities, colleges, hospitals, laboratories, and agencies of local, State, and Federal governments. Foreign institutions are also eligible but are required to use standard American (8 ½" x 11") paper. Any individual, regardless of nationality or citizenship status, may apply as long as they are employed by an eligible institution. Investigators are cautioned that awards are made to institutions and that should a Principal Investigator (PI) move during the period of funding, transfer of funding is not permitted. Sub-awards by the original recipient institution may be considered. Proposals are initiated by individuals but are formally submitted by their institutions.

Duplicate submissions of the same research project under different award mechanisms are not allowed. The sole exception is the CDA which might be submitted to provide release time from faculty responsibilities to serve as PI for an Idea, CTR, or CDSS proposal. In such cases, both proposals must specify the same PI.

The USAMRMC is especially interested in receiving applications from HBCU/MI. Set-asides are provided for these organizations as described in Section I-B.

II. PROPOSAL EVALUATION

II. PROPOSAL EVALUATION

The USAMRMC accepted and implemented the 1993 IOM recommendations and has adhered to this approach for evaluating competitive proposals for all research programs. In order for a proposal to be funded, it must be recommended by both levels of the two-tiered peer review system, which consists of scientific merit review and programmatic review.

II-A. Scientific Review Panels

Composition and responsibilities: The first level of review will be conducted by approximately 40 scientific peer review panels organized by discipline or specialty areas. The primary responsibility of the scientific peer review panel is to provide unbiased, expert advice to the USAMRMC on the scientific and technical merit of applications, particularly with respect to the review criteria articulated in the BAA. Scientific review panels will include an executive secretary as a non-voting member and a chairperson, approximately 10-15 scientific reviewers, and two breast cancer consumer advocates as voting members. The scientific reviewers are recognized leaders in their fields and are chosen on the basis of relevant scientific expertise. Selection of the executive secretaries and scientific reviewers is predicated upon their individual experience in scientific peer review and in managing Federally funded research programs.

Consumer advocate panel members: The USAMRMC BCRP implemented the recommendations of the 1993 IOM panel and included breast cancer survivors as consumer advocates in its science management activities to ensure the inclusion of their unique perspectives in the Federally funded research process. Consumer advocates augment scientific merit review by broadening the perspective brought to the assessment of science.

Evaluation: Panel members will rate each proposal based on the specific evaluation criteria listed in Sections II-C. and II.D. Two types of ratings are used: Each of the evaluation criteria, except for the budget, is rated on a scale of 1 (low merit) to 10 (high merit); and the overall proposal is given a global score using a scale of 1 (high merit) to 5 (low merit). Criteria scores are not averaged or manipulated to determine the global score. Instead, reviewers are asked to use the criteria score as a guide in determining a global score.

II-B. The Integration Panel and Programmatic Review

Composition and responsibilities: The second level of review will be conducted by an Integration Panel. The 1993 IOM committee made the following recommendation regarding the panel:

> The committee recommends that the Army Medical R & D Command, as one of its first steps, appoint a council of 16 to 18 individuals that will advise the managers of the research program. The council's membership should represent multiple disciplines, including clinical, basic, and public health sciences, and also different geographic regions of the country; individuals should come from practice settings as well as academia and other research settings. The council should include qualified individuals at different career levels; most members should be experienced in biomedical review. Although the program will be housed in the Defense Department, the committee recommends that council members be primarily nonmilitary. Three or four members of the Advisory Council should represent consumer or public interests...The major tasks of the Advisory Council are to review the recommendations of the study sections, to make recommendations upon the final distribution of funds...

The Integration Panel (IP) for 1997 consists of 24 members representing a diverse group of basic and clinical scientists and consumers. Unlike the National Cancer Institute's Advisory Board which is concerned with multiple cancer types, the IP membership focuses exclusively on breast cancer. The scientific members represent many diverse disciplines and specialty areas and are experienced with peer review procedures. In selecting proposals which are recommended for funding, the IP not only bases decisions on scientific and technical merit but also considers such factors as the degree of innovative science, the relevance to the ultimate eradication of breast cancer, and the potential for scientific breakthroughs. It is the responsibility of the IP to recommend a balanced portfolio of highly meritorious science that meets the programmatic objectives of innovation and scientific diversity.

Consumer advocate panel members: Consumer advocates have participated in all phases of the Integration Panel deliberations since its inception. With their first-hand experience, the consumer advocates have the capacity to enhance the review process by focusing attention upon critical patient issues and outcomes. Consumer advocates represent nationally known advocacy groups that have been instrumental in raising public awareness and interest in supporting breast cancer research.

Evaluation: The IP is charged with making funding recommendations to the Commanding General of the USAMRMC. It reviews the results of the scientific review panels' deliberations and makes recommendations on the final distribution of funds by matching scientific excellence with the programmatic objectives.

II-C. Scientific Peer Review Evaluation Criteria for Research Awards

II-C.1. Idea Awards

Idea proposals will be evaluated according to the criteria listed below:

a. Originality and innovative nature of proposal

b. Hypothesis, rationale, and research strategy (preliminary data not required but may be included)

c. Scientific relevance (defined as the relevance of the proposal to a critical problem in breast cancer research and how significantly it will advance that field)

d. Qualifications of the Principal Investigator and staff

e. Adequacy of resources and environment to support the project

f. Reasonableness of the budget

II-C.2. CTR Awards

CTR proposals will be evaluated according to the criteria listed below:

a. Originality and innovative nature of proposal

b. Hypothesis, rationale, and research strategy, including laboratory and other preclinical evidence to support the feasibility and promise of the approach for the intended clinical application

c. Plan for a clinical trial to apply the proposed approach to appropriate subjects, to at least begin to investigate the impact on breast cancer prevention, detection, diagnosis, and/or treatment within the lifetime of the grant

d. Scientific relevance (defined as the relevance of the proposal to a critical problem related to the prevention, detection, diagnosis, and/or treatment of human breast cancer and how it is likely to make a clinical impact)

e. Qualifications of the Principal Investigator and staff

f. Adequacy of resources and environment to support the project

g. Reasonableness of the budget

II-C.3. CDSS Awards

CDSS proposals will be evaluated according to the criteria listed below:

a. Originality and innovative nature of proposal

b. Feasibility and practicality of proposed system (relevant preliminary data required)

c. Plan for a clinical trial to apply the proposed system to appropriate subjects, to at least begin to assess its impact on such issues as the subjects' selection among treatment options, their willingness to participate in clinical treatment trials, and their compliance with the selected treatment

d. Scientific relevance (defined as the ability of the proposal to aid in the patients' understanding of their diagnosis, treatment options, and risks associated with treatment)

e. Qualifications of the Principal Investigator and staff

f. Adequacy of resources and environment to support the project

g. Reasonableness of the budget

II-D. Scientific Peer Review Evaluation Criteria for Training/Recruitment Awards

II-D.1. Predoctoral and Postdoctoral Traineeships

Predoctoral and Postdoctoral Traineeship proposals will be evaluated according to the criteria listed below:

a. Applicant's academic background and performance, awards and honors, research experience, professional training, publications, references, and potential for a research career

b. Quality of the training resources and environment, especially the suitability of the mentor and department and their ability to foster creativity

c. Quality of the research project

d. Scientific relevance (defined as the relevance of the proposal to a critical problem in breast cancer research and how significantly it will advance that field)

e. Letters of recommendation accompanying the application

f. Training value of the proposed research relative to the applicant's career goals

g. Reasonableness of the budget

II-D.2. Career Development Awards

Career Development Award proposals will be evaluated according to the criteria listed below:

a. Adequacy and appropriateness of the applicant's previous training, prior research experience, and publication record

b. Training value of the proposed research relative to the applicant's career goals

c. Scientific relevance (defined as the relevance of the proposal to a critical problem in breast cancer research and how significantly it will advance that field)

d. The applicant's need for further research experience or training (The applicant must demonstrate that the award will catalyze his/her development as an independent breast cancer investigator.)

e. Level of institutional commitment to fostering the applicant's research career, as reflected by the extent to which the applicant will be relieved of other academic responsibilities to have additional time for research and by the provision of adequate laboratory facilities, equipment, and opportunities for critical professional interaction with senior colleagues

f. Reasonableness of the budget

II-D.3. Sabbatical Awards

Sabbatical proposals will be evaluated according to the criteria listed below:

a. Adequacy and appropriateness of the applicant's previous training, prior research experience, and publication record

b. Educational and/or training value of the proposed research relative to the applicant's career goals

c. Quality of the research project

d. Scientific relevance (defined as the relevance of the proposal to a critical problem in breast cancer research and how significantly it will advance that field)

e. The applicant's need for further research experience or training (The applicant must demonstrate that the award will enhance his/her research expertise and broaden the scope of his/her research.)

f. Reasonableness of the budget

II-E. Programmatic Review Process Description

Programmatic review is a comparison-based process in which proposals from multiple research areas compete in a common pool. Programmatic relevance is an assessment that balances the risks and potential outcomes of scientifically excellent proposals to best fulfill the BCRP goals and objectives. The IP does not automatically recommend funding for all highly scored proposals reviewed by scientific peer review panels, nor does it re-review the scientific and technical merit. Instead, it carefully scrutinizes each proposal in an attempt to allocate, as wisely as possible, the funds available for each award mechanism. More specifically, the criteria the IP uses to make funding recommendations are:

a. Ratings and recommendations of the peer review panels
b. Programmatic relevance
c. Scientific innovation
d. Program portfolio balance with respect to research disciplines
e. Other factors such as adequate support for young investigators and appropriate gender, minority, and geographic distribution
f. Research targeting minority populations

While final program authority rests with the Commanding General of the USAMRMC, due consideration will be given to the recommendations provided by the IP.

II-F. Award Notification

Following completion of the two-tiered evaluation process, every submittor will receive a letter indicating their funding status, along with a scientific review summary critique of their proposal. Scientific review summaries will contain the proposal global score and the individual evaluation criteria scores, along with detailed comments that provide a summary review and address the proposal's strengths and weaknesses with respect to each evaluation criterion. It is expected that this information will be distributed in February 1998, except for the CTR category. Applicants invited to submit to the CTR category will be notified of award status in April 1998.

III. PROPOSAL PREPARATION

III. PROPOSAL PREPARATION

III-A. General Information

III-A.1. Proposal Requirements

Proposals submitted in response to this BAA, with the exception of CTR applications, must conform to the order, length, and format prescribed in this section. Proposals that exceed the page limitations, do not include an <u>original</u> Proposal Cover Booklet, and/or do not contain the prescribed contents and signatures <u>MAY NOT RECEIVE FURTHER CONSIDERATION</u>. Proposals that are received late <u>WILL NOT RECEIVE FURTHER CONSIDERATION</u>.

FOR CTR applicants, specific instructions for pre-proposals are provided in Appendix 11. Instructions for full CTR proposals will be provided to all invited applicants upon approval of the pre-proposals (on or about 1 August 1997).

Submitted proposals shall contain five principal parts: the proposal cover booklet, the main section, the detailed cost estimate, the addenda, and the appendices (to be submitted upon request). Length requirements for these parts are indicated in the Proposal Contents (see Section III-A.2. below). Proposals shall be **single-spaced on single-sided 8.5" x 11" pages with margins no less than 0.5 inches** and print **no smaller than 12 point (10 pitch)**, with the exception of the proposal cover booklet (the format of which is already set). All proposals shall be submitted in **English**. Use the Proposal Acceptance Checklist (page v) to verify that <u>all</u> proposal acceptance criteria have been met, but do not submit this checklist with the proposal. International applicants are advised especially to note the instructions regarding paper size and margins.

Duplicate Submissions: Duplicate submissions of the same research project under different award mechanisms will not be allowed. The sole exception will be the CDA, which might be submitted to provide release time from faculty responsibilities to serve as Principal Investigator for an Idea, CTR, or CDSS proposal. In such cases, both proposals must specify the same PI.

Inclusion of Women and Minorities in Clinical Studies: Women and minorities must be included in all USAMRMC-supported biomedical and behavioral research projects involving human subjects, unless a clear and compelling justification establishes that inclusion is inappropriate with respect to the health of the subjects or the purpose of the research. This information should be included in human use documentation, as described in Appendix 6. Please note, however, that the human use documentation is not to be submitted with the proposal, but must be immediately available upon USAMRMC request (on or about 1 October 1997).

Ordering Proposal Cover Booklets: As soon as a decision is made to submit a proposal, **fill out the Blue Order Form for Proposal Cover Booklet and fax it to (301)682-5521**. On the form, include a brief description of the proposed research. Once this form is received, you will be sent two original Proposal Cover Booklets. Proposals will not be accepted without an original and two copies of the Proposal Cover Booklet. *Note: If you do not receive your booklets within ten working days of request, re-order by calling (301)682-5501.*

III-A.2. Proposal Contents

Five principal parts are required and should be included in the following order:

Part 1. Proposal Cover Booklet

Two original booklets will be mailed upon receipt of the letter of intent as described above. See Section III-B.1. for specific instructions for completion of the Proposal Cover Booklet.

Part 2. Main Section

For Idea and Training/Recruitment submissions, the Main Section is not to exceed 12 pages total.

For CDSS submissions, the Main Section is not to exceed 17 pages total.

A.	Proposal Title Page (one page only): (see Section III-B.2.a for instructions)	page 1
B.	Table of Contents (one page only) (see Section III-B.2.b. for instructions)	page 2
C.	Proposal Abstract (one page only) (see Section III-B.2.c. for instructions)	page 3
D.	Proposal Relevance Statement (one page only) (see Section III-B.2.d. for instructions)	page 4
E.	Body of Proposal (see Section III-B.2.e. for detailed instructions)	
	Idea and Training submissions: no more than five single-sided pages	pages 5-9
	CDSS submissions: no more than ten single-sided pages	pages 5-14
F.	Statement of Work (no more than two single-sided pages) (see Section III-B.2.f. for detailed instructions)	

Part 3. Detailed Cost Estimate (no page limit)
Instructions for completing the cost estimate can be found in Section III-B.3. This detailed cost estimate must be completed on the form provided in Appendix 2.

A. Personnel Costs
B. Consultant Costs
C. Major Equipment
D. Materials, Supplies, and Consumables
E. Travel Costs
F. Research-Related Patient Costs
G. Other Expenses
H. Consortium Costs

Part 4. Addenda
For specific instructions on completing the addenda, see Section III-B.4. **Addenda A-C shall not exceed 12 pages total. Incomplete proposals and those containing unrequested material may be rejected.** Include only the following items:

A. Acronym and Symbol Definition
B. Illustrations/Diagrams/Chemical Syntheses
C. Bibliography
D. Personnel Biographical Sketches (three-page limit per investigator)
E. Existing/Pending Support (no page limit)
F. Collaboration and Joint Sponsorship (no page limit)
G. Facilities/Equipment Description (no page limit)
H. Traineeship Support Documentation
I. Questionnaires/Clinical Protocols (no page limit)
J. Publications and Patent Abstracts (no more than five total documents)
K. Letter of Institutional Commitment for CDAs (one letter)

Part 5. Appendices (no page limit)

The following appendices must be prepared where appropriate. They are not to be included with the initial submission but must be immediately available upon USAMRMC request on or about 1 October 1997. Failure to respond immediately may result in an award not being made. A complete proposal title page (see Section III-B.2.a. for instructions) must accompany these appendices.

A. Regulatory Compliance Checklist/Form (use form in Appendix 4 of this BAA)
B. Certificate of Environmental Compliance (use form in Appendix 5 of this BAA)
C. Research Involving Human Subjects and/or Human Anatomical Substances (see Appendix 6 of this BAA)
D. Research Involving Animals (see Appendix 7 of this BAA)
E. Safety Program Plan (see Appendix 8 of this BAA)

III-B. Specific Instructions

Reminder: Specific instructions for CTR pre-proposals are contained in Appendix 11. Instructions for full CTR submissions will be provided to invited applicants upon approval of the pre-proposals (on or about 1 August 1997).

III-B.1. Proposal Cover Booklet

You must submit an original Proposal Cover Booklet and two copies. Two booklets will be forwarded to all investigators who fax in a Blue Order Form for Proposal Cover Booklet. The Proposal Cover Booklet must be filled out carefully to ensure that each proposal is assigned to the appropriate review panel. In the event that additional booklets are needed, investigators may request these by fax: (301)682-5521; phone: (301)682-5501; e-mail: radvi_baa@ftdetrck-ccmail.army.mil; or mail: Commander, U.S. Army Medical Research and Materiel Command, ATTN: MCMR-PLF BCRP-BAA-97, 1076 Patchel Street (Building #1076), Fort Detrick, MD 21702-5024. Allow sufficient time for delivery by regular mail.

ATTENTION: **In order to facilitate the processing of the proposal, it is extremely important that you *read and follow the instructions completely* as you are filling out the Proposal Cover Booklet. Take special care to see that the written and bubbled figures match exactly.**

Below are the specific instructions for completing the **Proposal Cover Booklet**.

1. **Proposal Log Number.** (Official Use Only). Leave blank.

2. **BAA Identifier.** Fill out with **"BCRP-97"** and submission **award category** selected from the list below (example: BCRP-97, CDSS):
   Idea
   CDSS (Computer-Based Decision Support Systems)
   Predoc (Predoctoral Traineeship)
   Postdoc (Postdoctoral Traineeship)
   CDA (Career Development Award)
   Sabbatical

3. **Organization Code.** (Official Use Only). Leave blank.

4. **Organization Name and Address.** Indicate the name and address of the organization that is submitting the proposal on the PI's behalf. This is the address for the **Contracting/Business Office** of the PI's organization. It is the address for the administrative official indicated in Question 36 who is authorized to conduct negotiations on the applicant's behalf.

5. **Type of Organization.** Choose one primary type and all applicable subtypes within that primary subtype from the list provided in the Proposal Cover Booklet. Refer to the proper government document to determine HBCU/MI status (see also Section IV-A.2.).

6. **Principal Investigator Last Name, First Name, and Middle Initial.** The PI is the individual who is primarily responsible for the proposed research. For Traineeships, this is the Trainee, NOT the Mentor.

7. **Title.** Indicate the appropriate title for the PI.

8. **Rank.** Federal employees must fill out their rank completely. If the PI is not a Federal employee, leave this blank.

9-15. **Principal Investigator's Mailing Address.** Fill out the PI's correct mailing address. This is the address where the work will be performed. **Do not use the PI's home address.** If applicable, state the PI's organization and department, then street address. Do not use abbreviations or acronyms of any kind in the address. Do not use formal terms such as "The" or "The Trustees of" when indicating the organization. Where no organization or department name is necessary, fill out the applicant's street address only. If possible, avoid the use of PO Boxes. International applicants should use the appropriate country code (see Appendix 10) for question 14. Also, write in any international numeric postal code in the space indicated under question 15.

16-17. **Principal Investigator's Phone and Fax numbers.** U.S. and Canadian phone numbers must be filled in completely. If the PI has international phone and fax numbers, indicate them, including the country code, in the spaces provided.

18. **Principal Investigator's E-mail Address.** If the PI has access to e-mail, write the address in the space provided.

19. **Demographics.** (Optional). Indicate the PI's gender and ethnicity, if desired.

20. **Degree.** Indicate all that apply.

21. **Proposal Title.** Enter the title of the proposal. This may be up to 160 characters long. Capitalize the initial word and the first letter of each subsequent word, with the exception of prepositions and articles. Please note that each blank space is equivalent to one character.

22. **Total Funding Requested.** Fill in the total dollar amount requested. This is the total dollar amount for all direct and indirect costs for the entire period of the research as indicated in the Budget Section of the proposal. Enter amounts in whole U.S. dollar figures only. Please be sure to right justify the amount; any blank spaces should be to the left of the amount.

23. **Military/Civilian Collaboration.** Indicate whether the proposal DOES or DOES NOT involve a military/civilian collaboration. If the proposal DOES represent a military/civilian collaboration, fill in the full name and address of the collaborating organization. Note that the lead partner is the non-DOD organization. Therefore, the military organization should be listed here as the collaborating organization.

24. **Human Subjects and Anatomical Specimens.** (Official use only). Leave blank.

25. **Number of Human Subjects.** (Official use only). Leave blank.

26. **Animal Subjects.** (Official use only). Leave blank.

27. **Number of Animal Subjects.** (Official use only). Leave blank.

28. **Safety Provisions.** (Official use only). Leave blank.

29. **Proposal Category.** Select the ONE code listed below that applies to the proposal and enter it in the space provided. **This MUST be filled out with careful consideration because it will determine, in part, how the proposal will be assigned and evaluated for funding.**

Type of Award	Code
Research Proposals	
Idea Awards	10
CDSS Awards	20
Training/Recruitment Proposals	
Predoctoral Traineeship Awards	30
Postdoctoral Traineeship Awards	40
Career Development Awards	50
Sabbatical Awards	60

30. **Mentor Name.** For Training Proposals only. If the PI is applying for any kind of traineeship, indicate the individual responsible for overseeing the traineeship. If no traineeships are proposed, leave this blank. All Training Proposals MUST include the full name of the mentor. ***This cannot be the trainee's name.***

31. **Research Classification.** From the following list, choose the ONE research classification code that best describes the proposed research.

Classification	Code
Basic Research	10
Clinical Research	20
Behavioral/Psychosocial Research	30
Epidemiology/Public Health Research	40
Clinical Trials	50

32. **Primary Research Area.** From the "Research Area" list that follows, select ONE Primary Research Area code that best describes the proposed research.

33. **Secondary Research Area 1.** From the same "Research Area" list below, select ONE Secondary Research Area code that best describes the proposed research.

RESEARCH AREA	**CODE**
3-D Mammography	100
Alternative Medicine	101
Angiogenesis	102
Apoptosis/Programmed Cell Death	103
BRCA1&2	104
Cell Adhesion/Matrix/MMP	105
Cell Cycle	106
Chemotherapy/Multi-Drug Resistance	107
Computer-Aided Diagnosis	108
Decision-Making	109
Detection/Screening	110
Diagnosis/Prognosis	111
DNA Repair	112
Drug Development	113
Drug Discovery	114
Drug Resistance	115
Epidemiology - Geography	116
Epidemiology - Molecular	117
Epidemiology - Screening	118
Etiology/Carcinogenesis - Chemical and Environmental	119
Etiology/Carcinogenesis - Endocrine	120
Etiology/Carcinogenesis - Genetic	121
Etiology/Carcinogenesis - Nutrition	122
Exercise	123
Experimental Therapeutics	124
Gene Therapy	125
Genome Stability	126
Growth Factors/Cytokines	127
Immunology	128
Immunotherapy/Toxins	129
Intervention	130
Invasion/Metastasis	131
Isotopes	132
Magnetic Resonance Imaging	133
Mammography - Imaging Technology	134
Mammography - Observer Performance	135
Membrane Bound Molecules/Glycoproteins	136

Molecular Diagnosis	137
Molecular Therapies	138
Non-X-Ray Imaging (General)	139
Nuclear Matrix	140
Nutrition - Diet	141
Nutrition - Vitamins	142
Oncogenes	143
Positron Emission Tomography	144
Prevention	145
Psychosocial Support	146
Quality of Life	147
Radiation Oncology	148
Signaling/Growth Factors	149
Spectroscopic Techniques	150
Steroid Hormones/Receptors	151
Stromal/Epithelial Interactions	152
Telomere/Telomerase	153
Tumor Supressor Genes	154
Ultrasound	155
Vaccines	156

34. **Secondary Research Area 2.** ***If the proposed research involves human subjects, answer question 34.***

Does the proposed research target one or more of the following minority populations: African-American, Asian, Hispanic/Latino, Native American, or Pacific Islander? Specifically, does the project have a **planned outreach effort** to recruit and retain minority populations in the study? Such a strategy usually involves a thoughtful and culturally sensitive plan of outreach and generally includes the involvement of other individuals and organizations such as family, religious organizations, community leaders and informal gatekeepers, and public and private institutions. The goal is to develop appropriate lines of communication and to build mutual trust so that both the study and minority communities benefit from the collaboration.

Please use the following codes to answer this question:

- If the proposed effort **has** such a plan, use code **100.**
- If the proposed effort **does not have** such a plan, use code **200.**

For those investigators claiming to have such a plan, documentation will be required prior to any commitment of funds.

35. **Secondary Research Area 3.** (Official Use Only). Leave blank.

36-38. **Signatures:** This section is mandatory and must be filled out completely. Failure to complete it thoroughly may result in the rejection of the proposal.

36. **Administrative Representative Authorized to Conduct Negotiations.** Indicate the primary and secondary administrative contacts authorized to conduct negotiations on the investigator's behalf. The address for the primary contact must be indicated in question 4 on the first page of the Proposal Cover Booklet. If the organization has a Contracting/Business Official, this is the authorized individual contacted to negotiate potential awards. The signature of the institutional representative certifies that the offeror (sponsoring institution) has examined the investigator's credentials and verifies that the investigator is qualified to conduct the proposed study and to use humans and/or animals as research subjects (if appropriate). **THIS SIGNATURE IS MANDATORY.**

37. **Official of the Institution.** In cases where the individual in question 36 is not officially authorized to offer the proposal, this signature is mandatory. Please obtain the appropriate certifying signature in this block.

38. **Principal Investigator.** The PI must sign in the space indicated. **THIS SIGNATURE IS MANDATORY.**

Check this booklet carefully for mistakes before sending it with the proposal. Mistakes in this booklet may result in misassignment of the proposal to an inappropriate scientific merit review panel, misinterpretation, or rejection of your submission. If you have any questions about the BCRP, the BAA, or the Proposal Cover Booklet, please e-mail: radvi_baa@ftdetrck-ccmail.army.mil, or call: (301)619-7079.

III-B.2. Main Section

An original plus 30 collated copies of the proposal are required. The proposal original should be marked "Original" in the upper right corner. The original copy should not be stapled but should be bound with binder clips. The additional 30 copies must be stapled.

III-B.2.a. Proposal Title Page

A **Proposal Title Page** must accompany every proposal submission and must include the following information:

1. **Principal Investigator's Full Name**, including middle initial
2. **Proposal Title**
3. **Award Category**
4. **Organization Name and Location to include city, state, and country (if non-U.S.)**
5. **Principal Investigator's Phone and Fax Numbers**
6. **Contracting Representative's Name**
7. **Contracting Representative's Phone and Fax Numbers**

III-B.2.b. Table of Contents

Prepare a Table of Contents, with page numbers, following the outline presented in Section III-A.2., part 2 through part 4. Number pages consecutively at the bottom of each page, beginning with the Proposal Title Page, throughout the entire application.

III-B.2.c. Proposal Abstract Page

Submit 30 additional copies of the abstract page in a manila envelope. An abstract of the proposed research, not to exceed one page, must precede the body of the proposal. The abstract page is distinct from, and will not be counted among, the page limits imposed upon the proposal body. Note that abstracts of all funded proposals will be reproduced in a BCRP abstract book and posted on the Internet. Abstracts shall contain the following items:

1. Title of the Proposal
2. PI Name
3. Up to Five Key Words Relevant to the Proposal
4. Abstract

III-B.2.d. Proposal Relevance Statement

A Proposal Relevance Statement, not to exceed one page, must precede the body of the proposal. The Proposal Relevance Statement is distinct from, and will not be counted among, the page limits imposed upon the proposal body.

The investigator should make a case that the proposed research is relevant to one or more critical issues in the prevention, detection, diagnosis, and/or treatment of breast cancer. The following additional requirements apply according to the award subcategory:

Idea Awards: State explicitly how the proposed work is innovative. Articulate how the combination of innovation and relevance in the proposal will have an impact upon and further the programmatic goals.

CDSS Awards: State explicity how the computer-based decision support system design will allow patients to better understand their diagnosis, treatment options, and risks associated with treatment.

Predoctoral and Postdoctoral Traineeships: Describe explicitly the training value of the proposed research relative to the applicant's career goals. Articulate how the combination of training value and relevance to breast cancer in the proposal will prepare the applicant for a career in the battle against breast cancer.

Career Development Awards: Describe explicitly the training value of the proposed research as it relates to the applicant's career goals. Articulate how the combination of training value and relevance to breast cancer in the proposal will catalyze the applicant's development as an independent breast cancer investigator.

Sabbaticals: Describe explicitly the educational and/or training value of the proposed research relative to the applicant's career goals. Articulate how this award will enhance the applicant's pre-sabbatical work, broaden the scope of research, and ultimately impact the programmatic goals.

III-B.2.e. Body of Proposal

A concise description of the research to be undertaken shall be submitted. The following general outline should be followed: background and preliminary data (if any), hypothesis/purpose, technical objective, methods, and award subcategory special requirements. Evaluation of the proposed research will be influenced by the quality of this information. Please note that only Idea submissions do not require preliminary data, though such data may be included. **The proposal body for Idea and Training/Recruitment proposals must not exceed five pages in length. The proposal body for CDSS proposals must not exceed ten pages in length. The proposal must adhere strictly to these guidelines.**

Background: Provide a brief statement of the ideas and reasoning behind the proposed study, including preliminary data (if applicable). Describe previous experience most pertinent to this proposal. Cite relevant literature references.

Hypothesis/Purpose: State the hypothesis to be tested and the expected results.

Technical Objectives: State concisely the specific aims of the study.

Methods: Give details about the experimental design and methodology. If the methodology is new or unusual, describe it in sufficient detail for evaluation. For synthetic chemistry proposals, include a clear statement of the rationale for the proposed syntheses. Outline and document the routes to the syntheses. If necessary, these diagrams may be placed in Addendum B. **Use of Addenda to continue providing specific written details of the experimental design or methodology may result in rejection of the proposal.**

Award Category Special Requirements: Describe how the proposed work fulfills the special requirements of the award category to which the proposal is being submitted. Specifically:

For submissions to the **Idea subcategory**, the theme of innovation should be integrated throughout the body of the proposal.

For submissions to the **CDSS subcategory**, the theme of increased patient understanding with respect to diagnosis, treatment options, and risks associated with treatment should be integrated throughout the body of the proposal.

For submissions to the **CDA subcategory**, the body of the proposal must include a concise discussion of the level of institutional commitment to fostering the applicant's research career, as reflected by the extent to which the applicant will be relieved of other academic responsibilities to have additional time for research and by the provision of adequate laboratory facilities, equipment, and opportunities for critical professional interaction with senior colleagues. **A letter from the applicant institution must confirm the institutional commitment (Addendum K).**

III-B.2.f. Statement of Work

The Statement of Work (SOW) is a concise restatement of the research proposal that outlines and establishes the PI performance expectations for which the USAMRMC will provide support. While some allowance is made for encountering problems and uncertainties that are a part of research, the PI is expected to meet the provisions and milestones of the SOW.

Every proposal submitted in response to this BAA must contain an SOW, in outline form, prepared by the proposer. A series of relatively short statements should be included that comprise the stepwise approach to each of the major goals or objectives of the proposed research. As appropriate, the SOW should:

- describe work to be accomplished as tasks.
- identify the timeline and milestones for the work over the period of the proposed effort.
- indicate the numbers of research subjects (animal or human) for each task.
- identify methods (do not describe in detail).
- identify products/deliverables for each phase of the project.

As a guide, the SOW for a three-year effort should require approximately one page of single-spaced typing. Several sample SOWs are included as Appendix 9 of this BAA.

III-B.3. Detailed Cost Estimate

An estimate of the total research project cost, with a breakdown of direct and indirect costs by category and year, must accompany each formal proposal. Costs for multiple-year proposals should cover the total estimated duration of the project. Costs proposed must conform with the following regulations and principles:

Commercial Firms: Federal Acquisition Regulations (FAR) Part 31 and Defense FAR Supplement Part 31, Contract Cost Principles and Procedures.

Educational Institutions: OMB Circular A-21, Cost Principles for Educational Institutions.

Nonprofit Organizations: OMB Circular A-122, Cost Principles for Nonprofit Organizations.

OMB Circular A-88, Indirect Cost Rates, Audit and Audit Follow-up at Educational Institutions.

OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

OMB Circular A-133, Audits of Institutions of Higher Education and Other Nonprofit Organizations.

The cost of preparing proposals in response to this BAA is not considered an allowable direct charge to any resultant grant or contract. It is, however, an allowable expense to the bid and proposal indirect cost specified in FAR 31.205-18 and OMB Circulars A-21 and A-122.

The USAMRMC has introduced a standard budget form to assist in the preparation of detailed cost estimates and to facilitate the review of budgets during proposal evaluation. This form, included as Appendix 2, is the only form that should be used for preparing cost estimates. **Please be advised that submissions containing budget forms other than the USAMRMC standard form may not receive further consideration.**

Each item in the budget must be clearly justified on the *Justification* page (page 3 of the budget form). Further, itemize all budget categories for additional years of support on the *Justification* page. All amounts must be in U.S. dollars. For projects with a substantial foreign component, explain and justify this on the *Justification* page.

It is the policy of the DOD that awards are made to institutions and that should a PI move during the period of funding, transfer of funding is not permitted. Sub-awards by the original recipient institution may be considered.

III-B.3.a. Personnel Costs

Show projected salary amounts in terms of annual salary and percent effort on the project to be charged by the Principal Investigator(s), research associates, and assistants and the total amount per year to be paid to each staff member of the project. Starting with the Principal Investigator, list the names of all employees of the applicant who are involved in the project during the initial budget period, regardless of whether salaries are requested. Include all collaborating investigators, individuals in training, and support staff.

Role on Project: Identify the role of each individual listed on the project. Describe their specific functions under *Justification* page (page 3 of the budget form).

Type of Appointment/Months: List the number of months per year reflected in an individual's contractual appointment to the offering organization. **DOD staff assume that appointments at the applicant organization are full time for each individual.** If an appointment is less than full

time, e.g., 50 percent time, identify this with an asterisk (*) and provide a full explanation on the *Justification* page (page 3 of the budget form). Individuals may have split appointments, i.e., for an academic period and a summer period. For each appointment, identify and enter the number of months on separate lines.

Percent of Effort on Project: For each key staff member identified on the budget form, list the percent of each appointment to be spent on this project.

Salary Requested: Enter the dollar amounts for each position for which funds are requested. The salary requested is calculated by multiplying the individual's institutional base salary by the percent of effort on the project.

Fringe Benefits: Fringe benefits may be requested in accordance with institutional guidelines for each position, provided the costs are treated consistently by the applicant organization as a direct cost to all sponsors.

Totals: Calculate the totals for each position and enter these as subtotals in the columns indicated.

III-B.3.b. Consultant Costs

Whether costs are/are not involved, provide the names and organizational affiliations of all consultants, other than those involved in consortium arrangements.

III-B.3.c. Major Equipment

It is the policy of the Department of Defense that all commercial and nonprofit recipients provide the equipment needed to support proposed research. In those rare cases where specific additional equipment is approved for commercial and nonprofit organizations, such approved cost elements shall be separately negotiated.

III-B.3.d. Materials, Supplies, and Consumables

A general description and total estimated cost of expendable equipment and supplies are required. Itemize supplies in separate categories, such as glassware, chemicals, radioisotopes, etc. Categories in amounts less than $1000 do not have to be itemized. If animals are to be purchased, state the species and the number to be used.

III-B.3.e. Travel Costs

List the number of trips, destinations, and purposes for all proposed travel. Estimate round-trip fare and per diem costs for each trip. Travel to scientific meetings requires identification of the meeting and purpose. No more than one trip to a scientific meeting per award per year is funded. Itemize travel requests and justify time on the *Justification* page (page 3 of the budget form).

This should include costs for a one-time, three-and-a-half day DOD meeting tentatively planned for November 1999 in the Baltimore/Washington, DC area. The cost of travel to this meeting is in addition to the annual $1500 limit for travel expenses. The purpose of this meeting is to disseminate the results of DOD-sponsored research.

III-B.3.f. Research-Related Patient Costs

Itemize costs of patient participation in the research study. These costs are strictly limited to expenses specifically associated with the proposed study. The USAMRMC will not provide funds for ongoing medical care costs that are not related to a subject's participation in the research study.

III-B.3.g. Other Expenses

Itemize other anticipated direct costs such as publication and report costs, rental for computers and other equipment (giving hours and rates), communication costs, etc. Unusual or expensive items should be fully explained and justified. Estimate the costs of publishing and reporting research results, including direct charges for clerical preparation, illustrations, reprints, and distribution.

III-B.3.h. Consortium Costs

A description of services or materials that are to be awarded by subcontract or subgrant is required. For awards totaling $10,000 or more, provide the following specific information:

1. the identification of the type of award to be used (cost reimbursement, fixed price, etc.);

2. if known, the identification of the proposed subgrantee or subcontractor and an explanation of why and how the subgrantee or subcontractor was selected or will be selected;

3. whether the award will be competitive and, if noncompetitive, rationale to justify the absence of competition; and

4. the proposed acquisition price.

III-B.3.i. Indirect Costs (overhead, general and administrative, and other)

The most recent rates, dates of negotiation, base(s), and periods to which the rates apply must be disclosed and a statement included to identify whether the proposed rates are provisional or fixed. A copy of the negotiation memorandum should be provided. If negotiated forecast rates do not exist, sufficient detail must be provided to enable a determination that the costs included in the

forecast rate are allocable. Disclosure should be sufficient to permit a full understanding of the content of the rate(s) and how it was established. As a minimum, submission should identify:

1. all individual cost elements included in the forecast rate(s);

2. the basis used to prorate indirect expenses to cost pools, if any;

3. how the rate(s) was calculated; and

4. the distribution basis of the developed rate(s).

Budget for Entire Proposed Period of Support (Second Budget Page): Enter the totals under each budget category for all additional years of support requested and itemize these totals on the *Justification* page. Identify with an asterisk and justify any significant increases or decreases from the initial year budget. Also, justify budgets with a higher than standard escalation from the initial to the future year(s) of support.

III-B.4. Addenda

Include only items appropriate to the proposal. Note that page limitations apply to Addenda A-C. **Use of addenda to continue providing specific written details of the experimental design or methodology may result in rejection of the proposal.**

III-B.4.a. Acronym and Symbol Definition

Provide a glossary of all acronyms and symbols.

III-B.4.b. Illustrations/Diagrams/Chemical Syntheses

ONLY figures, tables, diagrams, and chemical syntheses may be put in this addendum.

III-B.4.c. Bibliography

List the references in the order they appear in the proposal narrative. Use a reference format that gives the title of the citation.

III-B.4.d. Personnel Biographical Sketches

Biographical sketches should be prepared for each of the key personnel listed on the budget page for the initial budget period and must not exceed three pages per investigator. Use the form "Bibliographical Sketches" provided as Appendix 3. A list of significant publications should be incorporated into the bibliographical sketch; curricula vitae that exceed this limit must not be included.

The qualifications of the PI and the amount of time that he/she and other senior professional key personnel will devote to the research are important factors affecting the selection of research proposals. Contracts, grants, cooperative agreements, and interagency acquisitions may be terminated when the PI severs connections with the organization or is unable to continue active participation in the research.

III-B.4.e. Existing/Pending Support

List on a separate page, the titles, time commitments, supporting agencies, durations, and levels of funding for all existing and pending research projects involving the PI and key personnel. Where the projects overlap or parallel the current proposal, provide justification for the USAMRMC's interest and support.

III-B.4.f. Collaboration and Joint Sponsorship

Provide letter(s) from proposed collaborating individuals and institutes confirming collaborative efforts that are necessary for the project's success. Describe present or prospective joint sponsorship of any portion of the project outlined in the proposal. In the absence of agreements among sponsors for joint support, the proposal should be structured so that the research can be carried out without the resources of any other sponsor. If, however, it is desirable to request partial support from another agency, the proposed plan should be stated and the reasons documented. If the plan cannot be formulated at the time the proposal is submitted, information should be sent at the time that the appendices are requested (on or about 1 October 1997). Prior approval of both agencies must be secured for research to be undertaken under joint sponsorship.

III-B.4.g. Facilities/Equipment Description

Describe the facilities available for performance of the proposed research and any additional facilities or equipment proposed for acquisition at no cost to the USAMRMC. Indicate if Government-owned facilities or equipment are proposed for use.

III-B.4.h. Traineeship Support Documentation

Applicants for Predoctoral and Postdoctoral Traineeships will also submit three letters of recommendation to accompany the application. If one of these letters is not from the mentor, a signed statement of support from the mentor must accompany them. These letters are to be sent from the references to the applicant in sealed envelopes for forwarding, unopened, with the application. Letters of recommendation are a required part of the traineeship application. These letters must be attached by binder clip to the original proposal underneath the Proposal Cover Booklet and will not be accepted separately from the application.

Applicants for predoctoral traineeships will also submit, **with the proposal**, official transcripts from their undergraduate institutions and official transcripts of graduate level courses completed to date.

Traineeship applications that do not include the necessary support documentation may not receive further consideration.

III-B.4.i. Questionnaires/Clinical Protocols

Attach questionnaires, survey instruments, or clinical protocols as they apply to the proposal.

III-B.4.j. Publications and Patent Abstracts

You may include publication reprints and patent abstracts, up to a total of five documents.

III-B.4.k. Letter of Institutional Commitment for CDAs

A letter of institutional commitment must be submitted for all CDA proposals. This letter should describe the level of institutional commitment to fostering the applicant's research career, as reflected by the extent to which the applicant will be relieved of other academic responsibilities to have additional time for research and by the provision of adequate laboratory facilities, equipment, and opportunities for critical professional interaction with senior colleagues.

III-B.5. Appendices

The appendices for Regulatory Compliance, Environmental Compliance, Human Use, Animal Use, and Safety Plan must be prepared where appropriate. They are not to be included with the initial submission but **must be immediately available upon USAMRMC's request on or about 1 October 1997. Failure to respond immediately may result in an award not being made.**

A completed proposal title page should accompany these appendices. The forms required to complete these appendices can be downloaded at the following BCRP World Wide Web site: *http://mrmc-rad6.army.mil/documents.html.*

III-B.5.a. Regulatory Compliance Checklist/Form

This form, found in Appendix 4 of this BAA, must be completed and sent in when appendices are requested.

III-B.5.b. Certificate of Environmental Compliance

The Certificate found in Appendix 5 of this BAA, must be executed by the institution's official responsible for environmental compliance.

Potential Requirement for Environmental Impact Data

The Council on Environmental Quality (CEQ) regulations (40 CFR 1500-1508) that implement the National Environmental Policy Act (NEPA) (PL 91-190, as amended) require all Federal agencies to examine possible environmental consequences of their proposed and ongoing actions.

The USAMRMC examines all medical research and development projects, whether inside or outside the U.S., for their potential environmental impacts. In most cases, contractors conducting research in established laboratories that are in compliance with environmental laws and regulations, or already covered by existing environmental documentation, will not be required to provide additional information about the environmental impact of their proposed research. Such projects will receive a "categorical exclusion" according to Army regulations (AR 200-2) that implement the CEQ regulations.

After a proposal has been selected for award, the USAMRMC will determine if a categorical exclusion is warranted. If there are any extraordinary circumstances surrounding the research (e.g., research that involves the transfer of recombinant DNA molecules into the genome of one or more human subjects, requires BSL3 or BSL4 safety levels, or uses animals captured from the wild) further information may be requested to allow a determination of the environmental impact of the proposed research to be made. You must submit this information in a timely manner in order to receive an award.

III-B.5.c. Research Involving Human Subjects and/or Human Anatomical Substances

Address all pertinent issues relating to the use of human subjects and anatomical substances in the proposed research. Include the required approvals, forms, and descriptions as outlined in Appendix 6 of this BAA.

Note that Department of Defense rules for participation of subjects and informed consent differ from those required by other funding agencies.

III-B.5.d. Research Involving Animals

Address all pertinent issues relating to the use of animals in the proposed research. Include the required assurances, approvals, forms, and descriptions as outlined in Appendix 7 of this BAA. (Research conducted under sponsorship of the USAMRMC that generates preclinical safety data intended to support a research or marketing permit for products regulated by the Food and Drug Administration will be in conformance with the Good Laboratory Practices Regulations.)

Note that Department of Defense procedures for reviewing and approving the use of animals in research differ from those required by other funding agencies.

III-B.5.e. Safety Program Plan

Address all pertinent issues and include the required assurances, approvals, forms, and descriptions relating to safety as outlined in Appendix 8 of this BAA.

IV. GENERAL INFORMATION

IV. GENERAL INFORMATION

IV-A. Policy and Procedures

IV-A.1. USAMRMC Award

The USAMRMC implements its extramural research program predominantly through the award of grants and cooperative agreements. Proposals selected for funding are processed by the U.S. Army Medical Research Acquisition Activity (USAMRAA).

All awards are made to organizations, not individuals. A Principal Investigator must submit a proposal through, and be employed by, a university, college, nonprofit research institute, commercial firm, or government agency in order to receive support.

Collaborative research efforts between civilian research institutions and military medical treatment facilities and/or laboratories are encouraged. Information regarding proposed military/civilian collaborations should be included on page 6 (question 23) of the Proposal Cover Booklet. The lead partner shall be the non-DOD agency. Questions regarding military/civilian collaborations should be directed to USAMRAA by fax: (301)619-2937.

IV-A.2. HBCU and Minority Institutions

Set-aside funding for Historically Black Colleges and Universities and Minority Institutions for the components of this program is described in Section I-B. of this BAA.

Historically Black Colleges and Universities are institutions determined by the Secretary of Education to meet the requirements of 34 CFR Subpart 608.2.

Minority Institutions are institutions determined by the Secretary of Education to meet the requirements of 34 CFR Subpart 607.2. The term also includes any nonprofit research institution that was an integral part of a Historically Black College or University before 14 November 1986.

IV-A.3. Procurement Integrity, Conflicts of Interest, and Other Improper Business Activities

The Procurement Integrity Act, Title 41 United States Code 423, et seq., contains prohibitions against certain activities between offerors and Government officials. Any questions regarding these prohibitions should be directed to the USAMRMC legal staff at (301)619-2065. Proposed military/civilian collaborations should pay special attention to the Procurement Integrity Act.

IV-B. Proposal

IV-B.1. Disclosure of Information Outside the Government

By submission of an application, the applicant understands that disclosure of information outside the Government shall be for the sole purpose of technical evaluation. The USAMRMC will obtain a written agreement from the evaluator that information in the proposal will only be used for evaluation purposes and will not be further disclosed or utilized.

IV-B.2. Award Eligibility

To be eligible for award, a prospective recipient must meet certain minimum standards pertaining to institutional support, financial resources, prior record of performance, integrity, organization, experience, operational controls, facilities, and conformance with safety and environmental statutes and regulations (OMB Circular A-110).

IV-B.3. Government Obligation

PIs are cautioned that only an appointed Contracting Officer may obligate the Government to the expenditure of funds. No commitment on the part of the Government to fund preparation of a proposal or to support research should be inferred from technical discussions with a technical project officer. A PI or an organization that makes financial or other commitments for a research effort in the absence of an actual legal obligation signed by the USAMRAA Contracting Officer does so at his/her own risk.

IV-B.4. Information Service

Offerors may use the technical reference facilities of the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161, for the purpose of surveying existing knowledge and avoiding needless duplication of scientific and engineering effort and the expenditure thereby represented. To the extent practical, all other sources should also be consulted for the same purpose.

IV-B.5. Proposal Submission Deadline

The submission deadline for all component projects solicited in this BAA, **except for the CTR category**, is 25 June 1997 and will be strictly enforced. Deadlines pertaining to the CTR catetgory are described in Appendix 11.

All submissions, **other than those to the CTR category**, must be received at the address listed in Section IV-B.6. no later than 4:00 p.m. Eastern Daylight Time on 25 June 1997. Any proposal received after the exact time specified for receipt will not be considered unless it is received before award is made, and it:

1. was sent by mail and it is determined by the Government that late receipt was due solely to mishandling by the Government after receipt at the Government installation.

2. was sent by U.S. Postal Service Express Mail Next Day Delivery--Post Office to Addressee and postmarked no later than 5:00 pm on 24 June 1997.

3. was sent by other commercial overnight courier service and placed into their control no later than 5:00 pm on 24 June 1997.

Reminder: This specification is for all submissions other than CTR submissions. For CTR submissions, refer to Appendix 11.

IV-B.6. Proposal Copies/Submission Address

Thirty-one copies, including one original, will be submitted to:

Commander
U.S. Army Medical Research and Materiel Command
ATTN: MCMR-PLF (BCRP BAA 97)
1076 Patchel Street (Building #1076)
Fort Detrick, MD 21702-5024

Refer to Section III, Proposal Preparation, and the appendices cited therein to ensure that all items have been addressed or completed.

If the applicant wants an acknowledgment of proposal receipt, enclose a self-addressed, stamped postcard with the proposal. The postcard should state the proposal title.

IV-B.7. Funding Instrument

The funding instrument for most awards to academic and non-profit institutions under this BAA will be grants. Cooperative agreements may be used where appropriate.

Grant or Cooperative Agreement: Grants and cooperative agreements are used to fund basic research when the principal purpose of the award is to transfer funds to the recipient to stimulate and carry out relevant research rather than to acquire property or services for the direct benefit or use of the Department of Defense. Grants are used when substantial involvement is not anticipated between the USAMRMC and the recipient to accomplish the activity contemplated by the award. Cooperative agreements are used when substantial involvement is anticipated between the Government and the recipient. Grants or cooperative agreements awarded by the USAMRAA will contain, where appropriate, detailed special provisions concerning patent rights, rights to technical data and computer software, reporting requirements, equal opportunity employment,

care of laboratory animals, direct or indirect use of human subjects and anatomical substances, good laboratory practices requirements, acquisition and disposition of equipment, and other requirements. More information on the above may be obtained on request from:

Director
U.S. Army Medical Research Acquisition Activity
ATTN: MCMR-AAA
Fort Detrick, MD 21702-5014
Fax: (301)619-2937

IV-C. Research Administration

IV-C.1. Deliverables

The grant or cooperative agreement will require the timely delivery of several reports during the research effort. The Recipient and the Principal Investigator must realize that reports are necessary for the USAMRMC to monitor progress. While a particular research project may call for some variation, the PI should plan on a requirement that consists of:

a. an ANNUAL report (for each year of research except the final year) that presents a detailed summary of scientific issues and accomplishments; and

b. a FINAL report (submitted in the last year of the grant period) that details the findings and issues of the entire project.

A copy of the manuscript or subsequent reprints of any publications resulting from the research **must** be submitted to the USAMRMC. In addition, an extended abstract suitable for publication in a Proceedings of the Breast Cancer Research Program is required in relation to a DOD BCRP meeting tentatively planned for November 1999. The extended abstract shall (1) identify the accomplishments since award and (2) follow instructions to be prepared by the USAMRMC and promulgated at a later date. The extended abstract style will be dependent on the discipline.

IV-C.2. Equipment/Property

Title to equipment or other tangible property purchased with grant or cooperative agreement funds may be vested in nonprofit institutions of higher education or with nonprofit organizations whose primary purpose is the conduct of scientific research. Normally, title will vest in the recipient if vesting will facilitate scientific research performed by the institution or organization for the Government.

Commercial organizations, including nonprofit institutions, are expected to possess the necessary facilities and equipment to conduct the proposed research. Generally, no funds will be authorized for equipment acquisition.

IV-D. Other Publications

Investigators are strongly encouraged to publish their results in scientific literature. A copy of the manuscript or subsequent reprints of any publications resulting from the research **must** be submitted to the USAMRMC.

V. APPENDICES

Appendix 1
Questions to Guide the Management of the DOD Breast Cancer Research Program

Excerpt from the 1993 IOM Report (adapted)

What genetic alterations are involved in the origin and progression of breast cancer?

What are the changes in cellular and molecular functions that account for the development and progression of breast cancer?

What is the role of endogenous or exogenous risk factors in the development of breast cancer as elucidated in population studies or other epidemiologic investigations?

How can investigators use what is known about the genetic and cellular changes in breast cancer patients to improve detection, diagnosis, prevention, treatment, and follow-up care?

What is the impact of risk, disease, treatment, and ongoing care on the psychosocial and clinical outcomes of breast cancer patients and their families?

How can the investigators define and identify techniques for delivering effective and cost-effective health care to all women and men to prevent, detect, diagnose, treat, and facilitate recovery from breast cancer?

Appendix 2
Detailed Cost Estimate

Principal Investigator ***(last, first, middle)***

DETAILED BUDGET FOR INITIAL BUDGET PERIOD			**FROM**	**THROUGH**
PERSONNEL ***(APPLICANT ORGANIZATION ONLY)***		**TYPE APPT.** ***(MONTHS)***	**% EFFORT ON PROJ.**	**DOLLAR AMOUNT REQUESTED** ***(OMIT CENTS)***		
NAME	**ROLE ON PROJECT**			**SALARY REQUESTED**	**FRINGE BENEFITS**	**TOTALS**
	Principal Investigator					
SUBTOTALS → → → → → → → → → → → →						
CONSULTANT COST						
EQUIPMENT ***(ITEMIZE)***						
SUPPLIES ***(ITEMIZE BY CATEGORY)***						
TRAVEL						
RESEARCH RELATED PATIENT COST						
OTHER EXPENSES ***(ITEMIZE BY CATEGORY)***						
SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD →						**$**
CONSORTIUM COST	**DIRECT COST**					
	INDIRECT COST					
TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD						**$**
TOTAL INDIRECT COST FOR INITIAL BUDGET PERIOD						**$**
TOTAL COSTS FOR INITIAL BUDGET PERIOD						**$**

Principal Investigator ***(last, first, middle)***

BUDGET FOR ENTIRE PROPOSED PERIOD OF SUPPORT

BUDGET CATEGORY TOTALS*		INITIAL BUDGET PERIOD *(FROM FORM PAGE 1)*	ADDITIONAL YEARS OF SUPPORT REQUESTED			
			2nd	3rd	4th	5th
PERSONNEL						
FRINGE BENEFITS						
CONSULTANT COST						
EQUIPMENT						
SUPPLIES						
TRAVEL						
RESEARCH-RELATED PATIENT COST						
OTHER EXPENSES						
SUBTOTAL DIRECT COST						
CONSORTIUM COST	DIRECT					
	INDIRECT					
TOTAL DIRECT COST						
TOTAL INDIRECT COST						
TOTAL DIRECT COST FOR ENTIRE PROPOSED PERIOD OF SUPPORT					$	
TOTAL INDIRECT COST FOR ENTIRE PROPOSED PERIOD OF SUPPORT					$	
TOTAL COST FOR THE ENTIRE PROPOSED PERIOD OF SUPPORT THIS AMOUNT MUST AGREE WITH THAT ENTERED ON THE COVER SHEET BOOKLET, ITEM #22					$	

*** ITEMIZE ALL BUDGET CATEGORIES FOR ADDITIONAL YEARS ON *JUSTIFICATION* PAGE WHICH FOLLOWS**

JUSTIFICATION: FOLLOW THE BUDGET JUSTIFICATION INSTRUCTIONS EXACTLY. USE CONTINUATION PAGES AS NEEDED.

Appendix 3
Bibliographical Sketches

BIOGRAPHICAL SKETCH

Provide the following information for the key personnel listed on the budget page for the initial budget period

NAME	POSITION TITLE

EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)

INSTITUTION AND LOCATION	DEGREE (IF APPLICABLE)	YEAR(S)	FIELD OF STUDY

RESEARCH AND PROFESSIONAL EXPERIENCE: Concluding with present position, list, in chronological order, previous employment, experience, and honors. Include present membership on any Federal Government public advisory committee. List, in chronological order, the titles, all authors, and complete references to all publications during the past three years and to representative earlier publications pertinent to this application. If the list of publications in the last three years exceeds two pages, select the most pertinent publications. PAGE LIMITATIONS APPLY. DO NOT EXCEED THREE PAGES FOR THE ENTIRE BIBLIOGRAPHICAL SKETCH PER INVESTIGATOR.

RESEARCH AND PROFESSIONAL EXPERIENCE (CONTINUED). PAGE LIMITATIONS APPLY. DO NOT EXCEED THREE PAGES FOR THE ENTIRE BIBLIOGRAPHICAL SKETCH PER INVESTIGATOR.

RESEARCH AND PROFESSIONAL EXPERIENCE (CONTINUED). PAGE LIMITATIONS APPLY. DO NOT EXCEED THREE PAGES FOR THE ENTIRE BIBLIOGRAPHICAL SKETCH PER INVESTIGATOR.

Appendix 4
Regulatory Compliance Checklist/Form

This form MUST be completed and sent in when appendices are requested (on or about 1 October 1997).

Human Subjects: ***Please read Appendix 6 before completing. Mark all that apply.***

- ○ Females
- ○ Males
- ○ Minor (under 18)
- ○ Minorities
- ○ Military, Active Duty
- ○ Military, Reserve
- ○ National Guard
- ○ Foreign
- ○ Inpatient
- ○ Outpatient
- ○ Clinical Trials
- ○ Other (specify): _____

Human Anatomical Substances: ***Please read Appendix 6 before completing.***

In the proposed work, will human anatomical substances be used?

○ Yes ○ No

If yes, which anatomical substance(s) will be used (mark all that apply):

- ○ Blood
- ○ Saliva
- ○ Tissue
- ○ Established Cell Lines
- ○ Cells
- ○ Primary Cell Lines
- ○ DNA
- ○ Other (specify): _____
- ○ Urine

Can the anatomical substance(s) indicated above be traced to a specific donor?

○ Yes ○ No

CONTINUED ON REVERSE

Animal Subjects: ***Please read Appendix 7 before completing.***

In the proposed work, will animals be used?

○ Yes ○ No

In the proposed work, will animals be used by a subcontractor?

○ Yes ○ No

If yes to either of the above questions, which animal subjects will be used (mark all that apply):

○ Primates
○ Frogs
○ Rabbits
○ Hamsters
○ Horses
○ Cats
○ Chickens
○ Fish
○ Ferrets
○ Sheep
○ Dogs
○ Pigeons
○ Rodents
○ Guinea pigs
○ Goats
○ Other (specify): _____

Safety Provisions: ***Please read Appendix 8 before completing. Mark all that apply.***

○ Good Laboratory Practices (GLP)
○ Recombinant DNA
○ Investigational Drugs
○ Radioactive Materials
○ Genetic Materials
○ Biologicals/Toxins
○ Hazardous Materials
○ Other (specify): _____

Appendix 5
Certificate of Environmental Compliance

The offeror currently ____ IS ___ IS NOT (check appropriate category) in compliance with applicable national, state, and local environmental laws and regulations. (If not in compliance, attach details and evidence of approved mitigation measures.)

The offeror has examined the activities encompassed within the proposed action entitled "_____

_____"

(enter title and/or Solicitation number and Principal Investigator's name), for compliance with environmental laws and regulations. The offeror states that the conduct of the proposed action

1. WILL NOT violate any applicable national, state, or local environmental law or regulation.

2. WILL NOT have a significant impact on the environment.

The offeror agrees that if the work required under the proposed action at any time results in a significant impact on the environment or a violation of any applicable environmental law or regulation, the offeror will immediately take appropriate action, to include notifying and/or coordinating with the appropriate regulatory agencies as required by law and notifying the Contracting Officer.

_____ _____

Name of Official Responsible for Environmental Compliance

Signature

_____ _____

Title

Date

_____

Name of Organization

Appendix 6
Research Involving Human Subjects and/or Human Anatomical Substances
(includes DNA, cells, tissues, blood, etc.)

The intention of this appendix is to provide clear, concise information that will enable each Principal Investigator to prepare documentation for human use review and regulatory compliance by the U.S. Army Medical Research and Materiel Command (USAMRMC), Deputy Chief of Staff for Regulatory Compliance and Quality (RCQ), Human Use Review and Regulatory Affairs (HURRA). A synopsis of the guidance contained in the code of Federal Regulations, DOD Directives, and Army Regulations is provided at the end of this appendix (pages 78-79). If only anatomical substances will be used, see below (Section A) for guidance. If human subjects or data about human subjects (includes database studies) will be used, see pages 68-81 (Section B). **These requirements may differ from that of other funding agencies.**

Section A
Guidance for Use of Human Anatomical Substances

1. GENERAL: It is important to note clearly what type of human anatomical substances will be used, and how the substances will be used, in the research study. This section provides guidance for use of human blood, tissue, urine, saliva, cells, established cell lines, primary cell lines, DNA, and other associated substances.

2. SPECIFIC GUIDANCE:

   a. Human Blood, Tissue, Urine, Saliva, DNA, etc.

   1. If the blood, tissue, urine, saliva, DNA, or other anatomical substance used in the study *contains no personal identifiers and was not obtained for the purpose of this research (existing)*, the study is considered to be exempt from human use regulations. The Optional Form 310 should be completed and signed by the Chair of the local Institutional Review Board, indicating the study is exempt. It should be noted in the comments block that the study will use existing blood, tissue, urine, saliva, DNA, etc. with no personal identifiers linking the substance to the donor. This will be the sole document required for submission of the Human Use Appendix for this type of research.

   2. If the blood, tissue, urine, saliva, DNA, or other anatomical substance used in the study ***does contain*** *personal identifiers or was obtained specifically for the purpose of this research*, the study is considered to be minimal risk. An informed consent document written according to instructions in Section B must be prepared (See pages 59-62). The Optional Form 310 must be completed and signed by the Chair of the local Institutional Review Board, indicating the study is minimal risk. The consent

form and completed Optional Form 310 will be the documents required for submission of the Human Use Appendix for this type of research.

b. Cells, Established Cell Lines, Primary Cell Lines, etc.

It should be clearly indicated how these anatomical substances were obtained. If the cells were purchased, it should be indicated from whom the purchase was made (or will be made). The use of these substances is considered exempt from human use regulations. The Optional Form 310 should be completed and signed by the Chair of the local Institutional Review Board, indicating the study is exempt. It should be noted in the comments block how the substances were obtained, purchased, etc. This will be the sole document required for submission of the Human Use Appendix for this type of research.

3. OPTIONAL FORM 310: A copy of an Optional Form 310 is included on page 81. This form is also available at the following World Wide Web Site:
http://mrmc-rad6.army.mil/ documents.html

4. QUESTIONS: Questions regarding the use of human anatomical substances should be directed to fax number (301)619-7803.

5. SUGGESTIONS: Suggestions for improving or clarifying this section should also be directed to fax number (301)619-7803.

Section B
Guidance for Use of Human Subjects

1. GENERAL: Each protocol submission should include a protocol, a consent form, and a completed Optional Form 310. If applicable, a copy of the advertisements, questionnaires, case report forms, IND information, and other related information should be provided with the Human Use Appendix. **All revisions to the protocol, consent form, advertisements, questionnaires, and other related study documentation must be reviewed and approved by the HURRA prior to implementation.**

2. SPECIFIC GUIDANCE:

A. Protocol Review Checklist: This checklist is designed to assist the applicant in preparing a protocol. If the item does not apply, please disregard.

- PROJECT TITLE. The consent form title must match that of the project.
- PHASE. For Food, Drug, and Cosmetic Act regulated medical products, designate as a Phase I, II, III, or IV protocol.
- PRINCIPAL INVESTIGATOR. The complete name, address, and phone number of the Principal Investigator must be listed at the top.
- LOCATION OF STUDY. List all centers, clinics, or laboratories where the study is to be carried out. The complete addresses and site investigator(s) should be listed.
- TIME REQUIRED TO COMPLETE. The month/year of expected start and completion dates must be listed.
- PLAN. Outline exactly the proposed methodology in enough detail to show a clear course of action. Technological reliability and validity of procedures should be indicated, and chronological order should be followed. Minimum guidance for the plan includes:
  - Selection of subjects
  - Number of subjects
  - Age range
  - Sex
  - Inclusion criteria/diagnostic criteria for entry/exclusion criteria (If women and/or minorities will be excluded, a justification as to why must be included.)
  - Evaluations prior to entry
  - Source of subjects
  - Subject identification (Describe code system to be used.)
  - Subject assignment
  - Risks to the subject
  - Precautions to be taken to minimize/eliminate risks
  - Specific medical or nursing care that will be needed
  - Description of project medication(s) or device(s) (If investigational, provide the IND number and sponsor.)

- Complete names and composition of all medication(s)/device(s)/placebo(s)
- Source of medication(s)/device(s)/placebo(s)
- Place where study medication(s) will be stored
- Dose range/dose schedule/administration
- Washout period (The washout or pre-drug period must be carefully noted.)
- Duration of drug or device treatment
- Accompanying medications (Those allowed/disqualified)
- Antidotes to be available
- Copy of the medication/device label
- Evaluations made during/following project

NOTE: IT IS VERY IMPORTANT TO STATE IN THE PROTOCOL WHO IS ACTUALLY GOING TO PERFORM THE FOLLOWING

1. Specimens to be collected
2. Schedule and amounts
3. Evaluations to be made on specimens
4. Storage (Where and whether special conditions are required.)
5. Labeling and disposition
6. Clinical assessments (Include how adverse effects are to be recorded.)
7. Vital signs
8. Follow-up procedures
9. Disposition of data (Where stored and for how long? Note: Records for IND studies must be kept until two years after an NDA/license for the investigational drug is approved/issued or for two years after the IND is withdrawn.)
10. Biostatistical reviews
11. Departure from protocol for individual subjects (When allowed, who will be notified; include HURRA.)
12. Modification of protocol (Describe the procedure to be followed if the protocol is modified. Include HURRA.)
13. Statement pertaining to disposition of unused drug
14. Use of information/publications arising from study
15. Personnel to conduct project (Names, positions, and phone numbers. Include the medical monitor. Attach a short biographical sketch. Include a resume of education, research training, and list of publications for each person.)

THE FOLLOWING SIGNATURES ARE REQUIRED FOR ALL PROTOCOLS:

1. Signature of Principal Investigator, date, with the accompanying statement--
   "I have read the foregoing protocol and agree to conduct the study as outlined herein."
2. Signature of appropriate approving official and date.

ADDITIONAL CONSIDERATIONS:

- ✔ A **medical monitor** must be assigned to human subjects research involving greater than minimal risk. The name and the curriculum vitae of the medical monitor must be provided. This individual should be a qualified physician, other than the Principal Investigator, not associated with the protocol, able to provide medical care to research subjects for conditions that may arise during the conduct of the study, and who will monitor the subjects during the conduct of the study. (For multi-center studies involving greater than minimal risk, a medical monitor must be assigned to each site.)

- ✔ If **HIV screening** is to be done, the consent form must further state that results will be provided to the subject and that medical referrals and follow-up will be available to subjects found to be HIV positive.

- ✔ A **science review** should be documented.

- ✔ The **method of determining pregnancy** status in women of childbearing potential must be specified, if applicable. Also, the time that will elapse between the pregnancy test and exposure to test procedures or medical products must be documented. Serum pregnancy tests are required for all clinical medical product studies. For IND studies, serum pregnancy testing is required within 48 hours prior to the start of the study.

- ✔ For **IND studies** that include females of childbearing age, any risks to the developing fetus should be outlined in the consent form.

- ✔ A letter from the Radiation Protection Officer at the study site approving the use of **radio-labeled products** must be included, if applicable.

- ✔ If there will be **collaborators** in the study, all letters of collaboration must be included.

- ✔ If the project is conducted in a **foreign country**, a letter of approval from the Ministry/ Minister of Health or equivalent approving official from the foreign country present must be included.

- ✔ If a foreign study, the **foreign version of the consent form** must be included. In addition, the following statement and information is required on the English-language version of the translated consent form: "I certify that this is an accurate and true translation." The translator's signature, name, address, phone number, and fax number should also be included.

- ✔ If the study involves a **contagious disease**, any other studies going on in the isolation ward at the same time should be discouraged.

☛10 USC 980. An intent to benefit subjects who cannot give their own consent (minors, unconscious) must be shown. This intent must be clearly stated in the protocol and consent form.

✔ If **military subjects** are involved in a study and blood is to be drawn, they may be paid only for their blood donation and only up to $50.00 per draw unless the study participation will be conducted during off-duty hours. This must be clearly stipulated. If payment will be provided to subjects in the study, it should be clearly stated who (military vs. civilian, if applicable) will be paid what amount, and when and how that payment will be made.

✔ All **payments to the subject** for their participation in the research must be made clear in both the protocol and the consent form. The pro-rated amount should subjects be withdrawn during the study must be indicated. It should also be indicated how and when payment will be made.

✔ Suggest the collection of **minority group data** be included for the study, e.g., American Indian or Alaska Native, Asian or Pacific Islander, Black (not Hispanic Origin), Hispanic, White (not Hispanic Origin), for future data analysis, in accordance with Public Law 103-160 and the Department of Health and Human Services and the Food and Drug Administration guidelines.

B. Elements of Informed Consent: Informed consent is more than a document, it is a continual process. In preparing your informed consent document, please include all of the elements below that apply. 32 CFR 219 and 45 CFR 46 provide additional guidance for elements that are not listed below. If a multi-center study is proposed, the investigator must submit one consent form from each site for review and approval. That consent form must be used at each study site. Consent forms should be written in 8th grade reading level language. Use short, clear, simple, declarative sentences. Use non-medical language that is easily understood by the subject. *Elements listed in italics must be included in all consent forms.*

1. *Title of the study and complete address.*

2. ***Name** of the Principal Investigator, and associate(s) if applicable, conducting the study.*

3. *A statement that the study **involves research.***

4. ***Purpose of the research.***

5. Provide a **translation** of the consent form for subjects being enrolled in the study who do not comprehend English. The following statement and information is required on the English language version of the translated consent form: **"I certify that this is an accurate and true translation."** (The translator's signature, name, address, phone number, and fax number should also be included.)

6. *Include a statement clearly indicating the expected **duration** of the subject's participation (the number of hours, days, etc.).*

7. *Describe of all **procedures** to be followed and identify any procedures that are experimental. These procedures should agree with the protocol.*

8. *Briefly explain the **study design** relative to what will be done to the subject.*

9. If a **placebo** is used, its contents should be described, in lay terms.

10. Specify what is **required of the subject** (hospital visits, blood donation, etc.).

11. If **blood** is to be drawn (including serum pregnancy tests), the amount(s) to be drawn should be expressed in lay terms (for example, 2 teaspoons).

12. The subject should be advised that the IND/IDE is being used in this study. Clearly indicate that its use is investigational for the purposes of this research.

13. Include **risks or discomforts** to the subject. (This includes pregnancy and possible risks to the fetus.)

14. Will **pregnant women** be excluded and/or withdrawn from the study?

15. ***Risks** should include risks unique to the study; estimate their severity and likelihood; and/or compare these risks with risks the subject might encounter in the course of his/her daily activities. If similar research has been conducted in the past, describe the incidence of adverse effects or injuries occurring in previous subjects.*

16. ***Benefits** of participation in the study should be listed.*

17. ***Alternative procedures** should be disclosed.*

18. **Payment** for study participation (see page 72).

19. ***Confidentiality** of records identifying the subject must be described.*

20. *The following statement is MANDATORY for studies utilizing **civilians:** "Representatives from the U.S. Army Medical Research and Materiel Command (and, where applicable, the Food and Drug Administration, and the U.S. Army Medical Department Center and School) may inspect the records of the research in their duty to protect human subjects in research."*

21. *The following statement is MANDATORY for studies utilizing **military personnel**: "All data and medical information obtained about you as an individual will be considered privileged and held in confidence; you will not be identified in any presentation of the results. Complete confidentiality cannot be promised, particularly to subjects who are military personnel, because information bearing on your health may be required to be reported to appropriate medical or command authorities. Representatives of the U.S. Army Medical Research and Materiel Command [and the Food and Drug Administration] may inspect the records of the research."*

22. ***Medical care** clause: "The Department of Defense is funding this research project. Should you be injured as a direct result of participating in this research project, you will be provided medical care, at no cost to you, for that injury. You will not receive any injury compensation, only medical care. You should also understand that this is not a waiver or release of your legal rights. You should discuss this issue thoroughly with the Principal Investigator before you enroll in this study."*

23. ***Points of Contact:***
    a. *answers to questions **about the research** study and in the event of a research-related **injury** to the subject should be provided by the investigator*
    b. *answers to questions about research subjects' **rights** should be provided by the local IRB or legal office*

24. *A statement should be included that participation is **voluntary**, that refusal to participate will involve **no penalty or loss of benefits** to which the subject is otherwise entitled, and that the subject may **discontinue participation** at any time without penalty or loss of benefits to which the subject is otherwise entitled.*

25. ***Signature Block** should include the date, signature, typed/printed name, and permanent address of subject and signature and typed/printed name of witness. If using Department of the Army active duty soldiers, contact Human Use Review and Regulatory Affairs for the appropriate Department of the Army form.*

26. ***Initial.** The subject and witness should initial and date all but the last page.*

27. If **blood, tissue, or body product samples** will be drawn in the study for possible future use in another protocol, the following statement **must be included**: "I understand that there is a possibility that the [blood, tissue, body fluids--specify what type] that I am providing under this study may also be used in other research studies and could potentially have some commercial applicability."

    If, indeed, it is anticipated that the samples donated by the volunteer will be used in other studies, an **additional donation form** must be prepared for signature by the volunteer that states "I voluntarily and freely donate any and all [blood, tissue, body fluids--specify what type] to the [name of the institution] and the U.S. Government

and hereby relinquish all right, title, and interest to said items." The title of the study should be inserted at the top of the form.

28. *It should be clearly indicated whether the subject will be asked to pay any **Costs** associated with this study. If so, list what tests, etc. for which the subject will be responsible for paying. Also, if the cost of the study drug will be charged to the subject, it should be indicated.*

29. If **pregnant women** will be excluded, the following statement (or equivalent) must be included: "In order to participate in this study, you should have avoided becoming pregnant from the first day of your most recent menses. You should avoid becoming pregnant for at least [time period in days, weeks, or months] after [study end date, receipt of drug, etc.]. Pregnancy within [time period in days, weeks, or months] after [study end date, receipt of drug, etc.] may create a potential risk to the unborn baby. To avoid becoming pregnant, you should either abstain from sexual relations or practice a method of birth control. The only ways to completely avoid risk to the unborn baby are (1) to not become pregnant or (2) do not enter this study. Adverse effects might affect a developing fetus. Further, they might result in unknown risks of deformities or death to the unborn baby. A negative pregnancy test does not absolutely prove that you are not pregnant. Regardless of the results of the pregnancy test that you were administered as part of the screening for this study, you should not participate if you think there is a possibility that you might be pregnant." Also, a statement should be included which directs the volunteer to notify the Principal Investigator if she becomes pregnant. Women should be notified if they will be withdrawn from the study should they become pregnant.

30. For all studies involving more than minimal risk, the following statement must be included in the consent form: "By enrolling in this study, you should understand that the United States Army Medical Research and Materiel Command (USAMRMC) will collect certain information about you, including your name, address, social security number, study name, and dates. The purpose is, first, to readily answer an individual's questions about their participation in research sponsored by the USAMRMC; and second, to ensure that the USAMRMC can exercise its obligation to ensure research volunteers are adequately warned of risks and to provide new information as it becomes available. The information will be retained in this database for a minimum of 75 years.

31. Each page should be dated using the date this document was edited (ex: Ver 1.0/ March 1, 1997).

C. Optional Form 310 (OF 310): Each institution must have an assurance of compliance with human use regulations. If an institution has a Multiple Project Assurance (MPA) on file with the Department of Health and Human Services (DHHS) Office for Protection of Research Risks, that assurance number should be documented on the OF 310 (page 67), Protection of Human Subjects Assurance/Certification/ Declaration which replaced DHHS Form 596. If the institution does not have a MPA, an assurance application should be completed and sent with the protocol. A Department of Defense Assurance will be issued for the research project. There are three different assurance applications: (1) for institutions that have an IRB but no MPA; (2) for overseas institutions; and (3) for institutions that must use another institution's IRB. These assurance applications and the OF 310 can be downloaded from the World Wide Web Site: **http://mrmc-rad6.army.mil/documents.html**

The OF 310 should be completed and signed by the Chairperson of the IRB. If another agent signs this document, verification of authority should be included in the remarks column (individual's signature authority). The **OF 310 must** include the level of risk that the project poses to the subject. These risk levels are: exempt, minimal risk, and greater than minimal risk. The HURRA reserves the right to determine whether the risk level is in compliance with all applicable regulations. If the study has been determined to be exempt, the investigator must clearly state the information requested in paragraph 3. ***Risk Level Determination (exempt, minimal, or greater than minimal risk) should be indicated in the comments section.***

D. Advertisement: If subjects will be recruited through an advertisement, newspaper article, or similar process, a copy of the IRB-approved advertisement must be provided. IRB review of advertisements is necessary to ensure the information is not misleading to the subjects participating in IND studies. The FDA has established guidelines on advertisements for subjects. General guidance includes: name and address of Principal Investigator, summary of research purpose, brief eligibility criteria, truthful list of benefits, and the person to contact for further information.

E. Questionnaires, Case Report Forms, Study Instruments, etc.: Include copies of all other applicable study-related documentation: questionnaires, case report forms, data sheets, etc.

3. ANSWERS TO FREQUENTLY ASKED QUESTIONS:

What is the Medical Care Provision? - Civilians must be provided medical care, free of charge, if they are injured as a direct result of their participation while enrolled in research funded by the USAMRMC. The proposed recipient must agree to provide this medical care. This is a requirement for all protocols funded by the USAMRMC, regardless of risk level. The consent form guidance (detailed on pages 72-75) provides a recommended statement to inform research subjects of this requirement. If the proposed recipient wishes to use similar wording, that wording will be reviewed upon submission. However, the proposed recipient's

statement must concur with the USAMRMC policy of providing medical care, free of charge. Research will not be approved if the proposed contractor does not have a mechanism in place to provide this care. The mechanism used should be clearly stated in the consent form. Four possible mechanisms are as follows:

1. The proposed recipient may absorb such costs into the institution's operating budget.

2. The proposed recipient's liability insurance, if available, may be sufficient to cover any medical care costs. The proposed recipient's business office and/or legal advisor must ensure that there is adequate coverage under this liability insurance.

3. The proposed recipient could negotiate an additional amount of funds, if available, into the award that will cover such medical care cost (such as liability insurance). This can only be negotiated with the U.S. Army Medical Research Acquisition Activity (the contracting organization).

4. Third-party payers may be billed for such medical expenses. If this method is used, the subject must be informed, in the consent document, that his/her insurance company will be billed. The proposed recipient must also state, and agree to, an assurance that any payments not covered by the third-party insurance will be paid by the proposed recipient.

What is the Volunteer Registry Database? - A confidential database has been created to enable the USAMRMC to fulfill its "duty to warn." The information contained in the database is cited on USAMRMC Form 60-R (Volunteer Registry Data Sheet). This data sheet will be provided to the Principal Investigator, upon approval of the use of human subjects. This form may be copied by the Principal Investigator. Data collection is required for all studies considered greater than minimal risk. All information obtained in this database is protected under The Privacy Act of 1974. Information about the study itself could be released to a requestor. However, personal identifying information (name, address, date of birth, social security number, etc.) may not, and will not, be released unless the subject (or legal guardian) provides written approval of such disclosure. Each subject on whom data is collected, upon written request to HURRA, RCQ, USAMRMC, may have access to their record, and only their record, contained in the database. The data sheets must be completed for each subject enrolled in the study. Upon completion of the phase, study, or project, these sheets should be forwarded to HURRA, RCQ, USAMRMC.

What is Risk Level Determination? - HURRA has the obligation to ensure that the appropriate level of risk has been assigned to each project. In some cases, HURRA will make a different determination of risk from that of the proposed recipient's local Institutional Review Board (IRB). In those instances, HURRA will notify the Principal Investigator. In the case of exempt studies, the investigator must explain in the proposal what samples will be

used, how and when they were collected, and what personal identifying information will be provided to the investigator. Database studies involving the use of personal identifying information are considered minimal risk, and a consent form must be provided.

Minimal risk studies involve tests and procedures that would mirror what the subject would normally encounter during a routine test or medical examination.

Greater than minimal risk studies involve all other procedures not considered routine. All investigational new drug studies are greater than minimal risk.

What are the Guidelines of Waiver of Informed Consent? - Generally, the HURRA will not grant a waiver of informed consent for minimal risk and greater than minimal risk studies involving human beings as experimental subjects. However, minimal risk studies involving the use of **data** might be eligible for waiver, upon request by the investigator.

What is the HURRA Address? - Should it be inconvenient to fax questions, comments or suggestions, please feel free to write us at:

Commander
U.S. Army Medical Research and Materiel Command
Attention: MCMR-RCQ-HR
504 Scott Street
Fort Detrick, MD 21702-5012

What is a Medical Monitor? - A medical monitor must be assigned to research studies with human subjects involving greater than minimal risk. The name and curriculum vitae of the medical monitor must be provided. This individual should be a qualified physician, other than the Principal Investigator, not associated with the protocol, able to provide medical care to research subjects for conditions that may arise during the conduct of the study, and who will monitor the subjects during the conduct of the study.

4. POLICIES AND PROCEDURES:

Policies and procedures governing the use of human subjects and human anatomical substances are contained in the following documents:

- Code of Federal Regulation, Title 21 Part 50 (21 CFR 50)
- Code of Federal Regulation, Title 21 Part 56 (21 CFR 56)
- Code of Federal Regulation, Title 21 Part 312 (21 CFR 312) (when using investigational drugs/vaccines)
- Code of Federal Regulation, Title 21 Part 812 (21 CFR 812) (when using investigational devices)
- Code of Federal Regulation, Title 32 Part 219 (32 CFR 219)
- Code of Federal Regulation, Title 45 Part 46 (45 CFR 46), Subparts B, C, and D

- 10 United States Code, Section 980 (10 USC 980)
- Federal Acquisition Regulation 52.228-7 (FAR 52.228-7) (liability to third-party persons)
- Federal Acquisition Regulations 52.224-1 and 52.224-2 (privacy act information)

⇑Copies of the above can be obtained from:

U.S. Government Printing Office
North Capital & G Street, NW
Washington, DC 20401
Phone: (202)512-1800

- Department of Defense Directive 3216.2 (when using organs or tissues obtained at autopsy)
- Department of Defense Directive 6465.2
- Army Regulation 40-7 (when using investigational drugs/vaccines or schedule 1 controlled substances)
- Army Regulation 70-25

⇑Copies of these documents can be obtained from:

National Technical Information Service
5285 Port Royal Road
Springfield, VA 22161
Phone: (703)487-4650 or 4684

(insert Optional Form 310 here)

Appendix 7
Research Involving Animals

If using animals, please complete this entire appendix. If your subcontractor is using animals, please see item #9 below.

Department of Defense definition of **animal: Any live nonhuman vertebrate.**

Department of Defense Directive 3216.1, dated April 17, 1995, provides policy and requirements for the use of animals in DOD-funded research. **These requirements may differ from those of other funding agencies.** Each of the items listed below **must be** addressed in a proposal appendix entitled "Research Involving Animals." Questions concerning animal use should be directed to:

Commander
U.S. Army Medical Research and Materiel Command
ATTN: MCMR-RCQ-AR
504 Scott Street
Fort Detrick, MD 21702-5012
Phone: (301)619-2144
Fax: (301)619-7803

1. **Literature Searches:**

Alternatives. Identify the services (computer databases, literature searches, etc.) used to obtain information on alternatives to painful procedures. This includes alleviated pain. (The USAMRMC reserves the right to request evidence that an alternatives search was performed.)

Duplication. Identify the databases searched to ensure that unnecessary duplication of previous experiments does not occur. (The USAMRMC reserves the right to request evidence that a duplication search was performed.)

2. **Rationale/Justification for Using Animals:** Provide a statement of the rationale/justification for using animals. Were alternatives to animal use considered; i.e., computer modeling, cell cultures, etc.? **It is USAMRMC policy that alternatives to the use of animals be thoroughly investigated prior to submission of any proposal involving animals.**

3. **Species Identification and Rationale/Justification:** Identify the species of animals to be used and the rationale/justification for their use. Why was this particular animal model(s) chosen? Is there a unique quality or usefulness about this species that warrants its selection for use in the proposed research?

4. **Number of Animals Required and Rationale/Justification:** Provide the number of each species of animals to be used by experimental design and a scientific/mathematical rationale/ justification for how it was determined to be the minimum number required to obtain valid results.

5. **Animal Research:** Provide a complete description of the proposed use of the animals by experimental design. Include surgical procedures; biosamples (frequency, volume, harvest site, and method of tissue collection); and adjuvants and other injections (agent, dosage, route, and anatomical site of administration).

6. **Anesthesia/Analgesia/Tranquilization:** Describe what anesthetics, tranquilizers, and analgesics will be used by agent, dosage, route, and anatomical site of administration. If none are to be used, provide an explanation.

7. **Study Endpoint:** What is the projected endpoint or termination of the study for the animals?

8. **Euthanasia or Final Disposition:** Describe the method of euthanasia by agent, dosage, route, and anatomical site of administration. If animals are not euthanized, state final disposition of the animals.

9. **IACUC Approval:** Provide evidence of protocol approval from the Institutional Animal Care and Use Committee(s) (IACUC) where animal research will be performed including any subcontracting facility. If it was not possible to have the protocol reviewed by the Committee prior to submission of the proposal, then so state. Evidence of committee review can follow proposal submission, but must be provided prior to award. **RESEARCH WILL NOT BE FUNDED WITHOUT EVIDENCE OF APPROVAL FROM THE IACUC(s).**

10. **USDA Inspection Report:** Include a copy of the most recent U.S. Department of Agriculture Inspection Report (APHIS Form 7008, Inspection of Animal Facilities, Sites or Premises) for the facility(s) where the animal research will be performed.

11. **Qualifications:** Provide information on the qualifications and training of personnel performing the animal procedures. It must specifically address the training and experience these personnel possess in using and manipulating the species of animals to be used in the proposal.

12. **Accreditation:** <u>One</u> of the following must be provided for the facility(s) where the animal research will be conducted:

- Evidence that the facility is accredited by the Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC-I).

- A copy of the Institutional Letter of Assurance of Compliance with the "Public Health Service Policy on Humane Care and Use of Laboratory Animals," revised September 1986.

- A statement signed by the Institutional Official that the care and use of animals will be done according to the National Research Council 1996 "Guide for the Care and Use of Laboratory Animals" and applicable Federal regulations.

13. **Principal Investigator Signed Assurances:** The Principal Investigator must provide the following signed assurances:

- I assure that discomfort and injury to animals will be limited to that which is unavoidable in the conduct of scientifically valuable research and that analgesic, anesthetic, and tranquilizing drugs will be used where indicated and appropriate to minimize discomfort and pain to animals.

- I assure that the animals authorized for use in this protocol will be used only in the activities, manner, and quantities described herein, unless a deviation is specifically approved by my IACUC and the USAMRMC Animal Use Review Division.

- I accept full responsibility for the proper care and use of the animals during the conduct of research outlined in the proposal.

- I verify that I have made a reasonably good faith effort to ensure that this protocol is not an unnecessary duplication of previous experiments.

- I verify that the personnel performing the animal procedures/manipulations described in this protocol are technically competent in those procedures and have received training on the use of animals in research as required by the Animal Welfare Act of 1985.

- I assure that I have consulted with an individual who is qualified to evaluate the statistical design or strategy of this proposal and that the minimum number of animals needed for scientific validity are used.

NOTE: For proposals that require the use of nonhuman primates, companion animals, marine mammals, or protocols deemed sensitive by the USAMRMC, a site visit shall be conducted as necessary by the USAMRMC Animal Use Review Officer or designees.

Appendix 8
Safety Program Plan

Each of the items below must be addressed in a proposal appendix entitled "Safety Program Plan" and must be prepared specifically for this proposal. Each section should be operation/research specific and addressed in order. Those items that do not apply to the proposed research will be labeled as "not applicable" or "N/A." Institutional safety manuals may be referenced; however, do not send copies of safety manuals.

1. The recipient shall submit the following paragraph as affirmation that a safety program is in place and in accordance with all applicable regulations.

> (Recipient name) affirms that there is an existing safety program that is in accordance with appropriate Federal, State, and local regulations, as required by the Occupational Safety and Health Act; that hazards have been identified, eliminated, and/or controlled; and that research may be performed safely under the laboratory conditions. (Recipient name) shall be held responsible and liable for inaccuracies of the information provided, failure to implement an effective safety and occupational health program, and/or adverse conditions that may result from the failure of the recipient to identify hazard information.

2. There shall be a description of the safety procedures relating to the research operations. These should include but are not limited to the following: description of safety procedures for performing the protocol; description of any special skills, training, and standing operating procedures to assure safe research and operations (to include emergency procedures); description of medical surveillance and support; and description of security controls necessary to ensure accountability.

3. There shall be a description of the safety programs (and corresponding training) in place to include but not be limited to Hazard Communications, Chemical Hygiene, and/or Bloodborne Pathogens.

4. There shall be a description of the facility where the research will take place. This should include a description of any ventilation system employed, fire protection equipment in place, and emergency equipment available.

5. There shall be a written hazard analysis and/or tests used to identify hazards. There shall be a description of each hazard identified, a hazard analysis based on maximum credible event, and a recommendation to minimize or eliminate hazard(s).

6. There shall be a written hazard analysis of potential health hazards posed as a result of the research to be performed. These should include infectious materials, bloodborne pathogens, toxic substances, and/or ionizing and non-ionizing radiation.

7. There shall be an identification of hazardous and environmentally unacceptable materials used in the research, use of possible alternative materials, and recommended actions to eliminate or reduce the use of hazardous materials. Address any exposure concerns to personnel or the public during research and/or operations (to include transportation, packing, and shipping) or resulting from laboratory research. Special disposal procedures should be considered.

8. If radioactive materials are used, the materials and the disposal method should be identified. A copy of the NRC-approved license shall be submitted (not a copy of the organization's sub-license). If no such material is to be used, it should be so stated.

9. Any research involving recombinant DNA must meet or exceed NIH Guidelines for Research Involving Recombinant DNA Molecules, latest edition. Included should be a discussion of these requirements. A copy of the organization's institutional Biosafety Committee approval or exemption of the research shall be submitted.

10. Any other safety data that pertain to the research that may clarify the program shall be submitted.

Appendix 9
Sample Statements of Work

CEPTOR, R.E.

Statement of Work

Development of Peptide Inhibitors of the "Cancer" Receptor

Task 1. To identify the minimal region of the CR polypeptide able to inhibit intact CR when co-expressed in cultured cells (months 1-18)

- develop a series of plasmids for expressing the CR open reading frame (months 1-7)
- perform assays to ascertain which fragments of CR block DNA-binding (months 7-18)
- confirm that fragments of the CR open reading frame that block DNA-binding activity also inhibit CR function in vivo (months 18-24)

Task 2. To identify short peptides modeled after the receptor that act as inhibitors of DNA-binding and subunit association (months 1-24)

- obtain synthetic CR peptides (months 1-6)
- test the effect of synthetic peptides on the DNA-binding activity of CR (months 6-12)
- characterize the inhibitory potency of active peptides and attempt to optimize the effect by testing additional overlapping peptides (months 9-24)
- perform feasibility experiments to assess the ability of selected peptides to inhibit CR function in cultured cells (months 12-24)

EPI, Susan D.

Statement of Work

Follow-up Care for Men and Women with Lung Cancer

Task 1. Develop Plan for follow-up patient interviews, Months 1-3:

a. The tracking system shell from the previous lung cancer project will be modified to track patient recruitment and contact process.
b. The follow-up patient interview will be pre-screened with lung cancer patients from our hospital who are not enrolled in our study and modifications will be incorporated.
c. The environmental process interview (EPI) used for the baseline interview will be adapted for the follow-up interview.
d. Institutional Review Board approval will be obtained from all hospital sites.
e. The patient interviewer will be trained in medical terminology, measures of the interview, and use of the modified EPI system.

Task 2. Preparation for Medical Record Abstractions, Months 3-9:

a. The Medical Record Abstract form will be finalized and the investigator trained to perform patient data reviews using the instrument.
b. The Medical Record Abstract form will be revised for direct computer data entry.

Task 3. Subject Recruitment and Data collection, Months 6-39:

a. Patients enrolled in our previous study will be recruited for the proposed follow-up study.
b. Interviews subsequent to the first follow-up will be modified as necessary to reflect issues relevant to patients beyond the period of adjuvant therapy.
c. Surveys will be sent to and data collected from enrolled patients every six months.

Task 4. Abstraction of Medical Records, Months 9-40:

a. Medical record abstractions will be performed for surviving enrolled patients annually.
b. Data entry and quality control measures will be on-going.
c. Follow up interviews will be conducted once annually with surviving enrolled patients over the four year study period.

Task 5. Interim Analyses, Months 12-39:

a. Interim statistical analyses of data obtained from interviews and medical record abstractions will be performed periodically.
b. Annual reports will be written.

Task 6. Final analyses and report writing, Months 40-45**:**

a. Final analyses of data from interviews and medical record abstractions will be performed.
b. A final report and initial manuscripts will be prepared.

SOUNDWAVE, John R.

Statement of Work

Ultrasound Imaging

Task 1. Modification of ultrasound imaging gantry, Months 1-12:

a. Modify imaging gantry to permit measurements of the optics.
b. Perform measurements using a multi-modal scanning configuration.
c. Design of final optics.

Task 2. Extensive evaluation of ultrasound imaging gantry with the final optics, Months 13-24:

a. Repeat measurements using the final optics.
b. Measure the contrast improvement provided by the new detector configuration relative to conventional detector configuration.
c. Conduct specimen experiments to evaluate the increase in resolution provided by the magnification.
d. Investigate the extent of artifacts in fixed and scanning modes.
e. Participate in design of a clinical evaluation study comparing modified ultrasound mammography with conventional mammography.

Appendix 10
Country Codes (Listed Alphabetically)

ARGENTINA	AR	LEBANON	LB
AUSTRALIA	AU	MALAYSIA	MY
AUSTRIA	AT	MEXICO	MX
BELGIUM	BE	NETHERLANDS	NL
BRAZIL	BR	NEW ZEALAND	NZ
CANADA	CA	NORWAY	NO
CHILE	CL	PERU	PE
CHINA	CN	PHILIPPINES	PH
COLOMBIA	CO	PORTUGAL	PT
CONGO	CG	PUERTO RICO	RQ
COSTA RICO	CR	RUSSIA	RU
CZECH REP.	CS	SENEGAL	SN
DENMARK	DK	SINGAPORE	SG
EGYPT	EG	SLOVAKIA	SL
FINLAND	FI	SOUTH AFRICA	ZU
GERMANY	GY	SPAIN	ES
GHANA	GH	SRI LANKA	CE
GREECE	GR	SUDAN	SD
GUATEMALA	GT	SWEDEN	SE
ICELAND	IL	SWITZERLAND	CH
INDIA	IN	TAIWAN	TW
INDONESIA	ID	THAILAND	TH
IRELAND	IE	TRINIDAD/TOBAGO	TD
ISRAEL	IS	TURKEY	TR
ITALY	IT	UGANDA	UG
JAMAICA	JM	UNITED KINGDOM	GB
JAPAN	JP	URUGUAY	UY
KENYA	KE	VENEZUELA	VE
KOREA	KR	VIRGIN ISLANDS	VI
KOREA, P. D. R.	KP	WEST AFRICA	ZW

Appendix 11
Specific Instructions for CTR Pre-Proposal Submission

I. PRE-PROPOSAL EVALUATIONS

I-A. Pre-Proposal Screening

Pre-proposals will be screened to determine which projects fulfill the intent of the CTR category. Pre-proposals will be scrutinized so that invitations can be extended to highly promising proposals that are likely to begin to have a significant impact by applying well-founded laboratory or other preclinical insights or strategies to breast cancer patients or other relevant human populations. An investigator is likely to be invited to submit a full proposal if the pre-proposal evaluation indicates that the project is expected to have a major impact on the prevention, detection, diagnosis, and/or treatment of human breast cancer, with at least initial clinical results obtained during the lifetime of the award.

I-B. Invitation for Full Proposal Submission

Following completion of the pre-proposal review process, all submittors will receive a letter indicating whether their pre-proposals have been selected for additional consideration. Invited investigators will then be requested to complete research proposals according to the guidance provided when the invitation is made. It is expected that announcements of proposal invitations will be distributed on 1 August 1997.

II. CTR PRE-PROPOSAL ACCEPTANCE CHECKLIST

Pre-Proposal

- ☐ Pre-Proposal Title Page 1 Page
- ☐ Pre-Proposal Body 2 Pages
- ☐ Pre-Proposal Translatability Statement 1 Page
- ☐ Bibliography 1 Page
- ☐ Personnel Biographical Sketches (2-page limit per investigator)

☐ Is every page single-spaced and single-sided? Double-sided pages may not be accepted.

☐ Margins: Minimum of 0.5 inch top, bottom, right, and left.

☐ Paper Size: 8.5 inch x 11.0 inch

☐ Type Font: 12 point, 10 pitch

☐ Principal Investigator Signature

☐ Submit the original pre-proposal plus 30 copies.
Original must be collated and bound with a binder clip.
Copies must be collated and stapled.
If submitting multiple (different) pre-proposals, send each under a separate cover.

☐ Remember: The submission deadline is **11 June 1997 at 4:00 p.m. U.S. Eastern Daylight Time**. You must allow time for your pre-proposal to be delivered (*see Section V-A. of this appendix for delivery details*). **As in the past, no exceptions will be made for late pre-proposals.**

This checklist is for your use; it does not need to be submitted with the pre-proposal.

III. PRE-PROPOSAL REQUIREMENTS

Pre-proposals submitted in response to this BAA must conform to the order, length, and format prescribed in this section. Pre-proposals that exceed the page limitations and do not contain the prescribed contents and signatures MAY NOT RECEIVE FURTHER CONSIDERATION. Pre-proposals that are received late WILL NOT RECEIVE FURTHER CONSIDERATION.

Submitted pre-proposals shall contain five principal parts:

- the pre-proposal title page,
- pre-proposal body,
- pre-proposal translatability statement,
- bibliography, and
- biographical sketches.

Length requirements for these parts are indicated in the Pre-Proposal Contents (see Section IV of this appendix). Proposals shall be **single-spaced and single-sided on 8.5" x 11" pages with margins no less than 0.5 inches** and print **no smaller than 12 point (10 pitch)**. All proposals shall be submitted in **English**. Use the Pre-Proposal Acceptance Checklist (see Section II of this appendix) to verify that all pre-proposal acceptance criteria have been met, but do not submit this checklist with your pre-proposal. International applicants are advised especially to note the instructions regarding paper size and margins.

Inclusion of Women and Minorities in Clinical Studies: Women and minorities must be included in all USAMRMC-supported biomedical and behavioral research projects involving human subjects, unless a clear and compelling justification establishes that inclusion is inappropriate with respect to the health of the subjects or the purpose of the research.

An original plus 30 collated copies of your pre-proposal are required. The pre-proposal original should be marked "Original" in the upper right corner. The original copy should not be stapled but should be bound with binder clips. The additional 30 copies must be stapled.

IV. PRE-PROPOSAL CONTENTS

IV-A. Pre-Proposal Title Page

A **Pre-Proposal Title Page** must accompany every pre-proposal submission and include the following information:

1. **Principal Investigator's Full Name**, including middle initial
2. **Proposal Title**
4. **Organization Name and Location to include city, state, and country (if non-U.S.)**
5. **Principal Investigator's Phone and Fax Numbers**

IV-B. Pre-Proposal Body (two-page maximum)

The pre-proposal body consists of a concise description of the project's background, hypothesis/purpose, technical objectives, and methods. This section is limited to two pages, using the following outline:

Background: Provide a brief statement of ideas and reasoning behind the proposed study. Describe previous experience most pertinent to this proposal. Cite relevant literature references.

Hypothesis/Purpose: State the hypothesis to be tested and the expected results.

Technical Objectives: State concisely the specific aims of the study.

Methods: Give only broad details about the experimental design and methodology.

IV-C. Pre-Proposal Translatability Statement (one-page maximum)

A statement explaining the translatability of the project, not to exceed one page, must be contained in the applicant's pre-proposal. The investigator should make a case that the proposed research is relevant to one or more critical issues in the prevention, detection, diagnosis, and/or treatment of breast cancer. Most importantly, the section **MUST** state explicitly how the proposed work applies promising and well-founded laboratory or other preclinical insights, within the lifetime of the grant, as new strategies for breast cancer prevention, detection, diagnosis, and/or treatment. Articulate how the combination of translatability and relevance in the proposal will impact the clinical practice of breast cancer and further the programmatic goal of eradicating breast cancer.

IV-D. Pre-Proposal Bibliography

List the references in the order they appear in the pre-proposal narrative. Use a reference format that gives the title of the citation.

IV-E. Personnel Biographical Sketches (two-page maximum per investigator)

Biographical sketches should be prepared for the principal investigators ONLY and must not exceed two pages per investigator. A list of significant publications should be incorporated into the bibliographical sketch; curricula vitae that exceed this limit must not be included.

V. GENERAL INFORMATION

V-A. Pre-Proposal Submission Deadline

The submission deadline for all pre-proposals solicited for the CTR subcategory is **11 June 1997** and will be strictly enforced.

All pre-proposals must be received at the address listed in Section V-B. of this appendix, entitled Pre-Proposal Copies/Submission Address, **no later than 4:00 p.m. Eastern Daylight Time** on 11 June 1997.

Any pre-proposal received after the exact time specified for receipt will not be considered unless it is received before award is made, and it:

1. was sent by mail and it is determined by the Government that late receipt was due solely to mishandling by the Government after receipt at the Government installation.

2. was sent by U.S. Postal Service Express Mail Next Day Delivery--Post Office to Addressee and postmarked no later than 5:00 pm on 10 June 1997.

3. was sent by other commercial overnight courier service and placed into their control no later than 5:00 pm on 10 June 1997.

V-B. Pre-Proposal Copies/Submission Address

Thirty-one copies, including one original, will be submitted to:

Commander
U.S. Army Medical Research and Materiel Command
ATTN: MCMR-PLF (BCRP BAA 97)
1076 Patchel Street (Building #1076)
Fort Detrick, MD 21702-5024

If the applicant wants an acknowledgment of pre-proposal receipt, enclose a self-addressed, stamped postcard with the submission. The postcard should state the pre-proposal title.